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ABSTRACT

Prepared as a resource for administrators and faculty at North Harris Montgomery Community College District (NHMCCD), in Texas, and for students at area school districts, this manual provides information on District processes and procedures for granting credit for competencies and skills attained outside the traditional college classroom. Following an introduction to articulation at NHMCCD, the remaining chapters cover the following areas: (1) benefits derived from articulation; (2) types of articulation, including advanced placement, credit by exam, credit for experiential learning or work experience, dual credit, program articulation, Tech Prep, and transfer to universities; (3) barriers and strategies for overcoming them; (4) financial issues related to articulation; (5) competency-based curriculum and articulation; (6) 14 steps for initiating high school-NHMCCD articulation agreements; (7) issues related to applying, updating, and expiring high school-District articulation agreements; (8) record keeping and data collection on articulated classes; (9) information for students on applying for articulated credit; (10) 20 steps for implementing Tech Prep programs; (11) dual credit articulation procedures; (12) community education course articulation; (13) university articulation and transfer; (14) information on The University Center, which serves as the District's link for community development and individual opportunity; and (15) methods for distributing articulation materials. Appendixes provide definitions of terms, sample articulation agreements and tech prep educational plans, a printout of the District's articulation database, sample forms, and contact lists. (TGI)

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NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

ARTICULATION MANUAL

Developed and Compiled by:

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This manual has been developed by the Curriculum Services Office in response to the recommendations of administrators and faculty from North Harris Montgomery Community College District and surrounding independent school districts. It is available in print from the Curriculum Services Office and on the Curriculum Services Office Home Page which can be accessed through the use of NetScape.

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FORWARD

Articulation

North Harris Montgomery Community College District seeks to provide an educational and training structure that is sensitive to the transition of high school students to the college level. The process that facilitates rather than inhibits orderly progression through programs of instruction is commonly referred to as "articulation". Articulation agreements have been made between North Harris Montgomery Community College District (NHMCCD) and high schools in the District service area (Aldine, Conroe, Humble, New Caney, Splendora, Spring, Tomball and Wallis) as well as many others in the surrounding area. These agreements allow students who successfully complete certain courses in high school and apply for college credits for those credits, contingent upon enrollment in a specified program at North Harris Montgomery Community College District which contains the articulated course. Students must apply for articulated credit within 28 months of high school graduation and must complete a minimum of six semester hours within the post-secondary program prior to being awarded articulated credit.

Students interested in completing articulated courses should contact their high school counselor or occupational/technical instructor prior to enrollment. Upon completion of high school articulated courses and high school graduation, students may apply for articulated credit following the procedure outlined in Chapter 12 of this handbook.

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CHAPTER 1: INTRODUCTION

North Harris Montgomery Community College is committed to providing a variety of methods for granting of credit for competencies/skills attained outside of the traditional college classroom. This process is called ***ARTICULATION***.

Articulation is an UMBRELLA Term

ARTICULATION is an umbrella term that encompasses a variety of types of articulation including:

- advanced placement
- business, professional, and/or private organization certification
- CLEP, AP, and PEP
- competency-based course comparison
- continuing education/college credit
- credit by exam
- credit for experiential learning or work experience
- dual credit
- program articulation
- Tech Prep
- transfer to universities

This handbook will explain the differences between the types of articulation as well as the process and procedures that are followed to award each type of articulated credit.

Focus on Competency-based Course Articulation

North Harris Montgomery Community College District (NHMCCD) focuses its articulation efforts on competency-based course articulation, Tech Prep articulation, and dual-credit articulation and transfer to universities. These will be discussed in great detail in the following chapters.

CHAPTER 2: BENEFITS DERIVED FROM ARTICULATION

Examples of benefits derived from successful articulation include:

For Students

1. saves money on tuition, fees, and books;
2. saves time in school;
3. reduces duplication of instruction;
4. expands program content
5. improves job readiness skills;
6. increases enrollment in articulated courses in high school;
7. increases enrollment in articulated courses in college; and
8. improves job placement potential.

For Parents

1. saves money on tuition, fees, and books;
2. saves time for the student; and
3. better prepares student to enter the workforce.

For the Educational Institutions

1. reduces duplication of instruction;
2. expands program content;
3. facilitates communication between the high school and the college instructors and administrators;
4. enhances public relations;
5. increases the usage of selected college faculty, especially adjunct faculty;
6. increases enrollment in articulated courses at the high school;
7. increases enrollment in articulated courses at the college;
8. assist with recruitment at all levels of education;
9. promotes a more unified educational system; and
10. increases revenues for educational institutions.

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CHAPTER 3: TYPES OF ARTICULATION

North Harris Montgomery Community College District (NHMCCD) focuses its articulation efforts on competency-based course articulation, Tech Prep articulation, and dual-credit articulation.

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Articulation

Articulation is an umbrella term relating to the various methods by which a student can receive credit for competencies mastered outside of the traditional post-secondary classroom or enter post-secondary study at a level above entry level. Many terms are used to describe various types of articulation: time-shortened, competency-based course comparisons, Tech Prep (4 + 2), 2 + 2, and so on. In practice some of these terms are used to denote different things and many of them overlap.

Advanced Placement

All articulation results in advanced placement which allows the placement of students in courses above the introductory level. Advanced placement methods include the equating of test results, previous grades, articulated credit, and/or interviews by the appropriate department with certain prerequisites. Some types of advanced placement are not indicated on the student's transcript and no credit is awarded for the courses that are skipped. Students are simply allowed to bypass introductory/first semester or first year courses and proceed directly to more advanced/second semester or second year courses. There is no charge to the student for this evaluation. All students are urged to contact the Associate Dean of the specific program area for further information about advanced placement prior to registration.

Levels of Articulation

There are two levels of articulation: (1) high school to college (vertical articulation); and (2) community/junior college to community/junior college (lateral or horizontal articulation) or community/junior college to university (vertical articulation).

High School to College

In the first level of articulation, high school students who successfully master competencies in an articulated high school course or courses may apply for and receive credit in a course or courses with matching competencies at the college level after meeting the special conditions for applying for articulated credit. These articulated courses are generally in the vocational/technical program areas. The most common type of high school articulated credit is *course competency-based articulated credit* for individual courses. These courses may be included on Tech Prep Educational Plans and are often referred to as Tech Prep articulated courses.

College to College or University

In the second level of articulation, community/junior college students may receive credit for competencies mastered in a course or courses at another community/junior college or four-year university. This type of articulation is usually referred to as **transfer credit**.

Transfer Equivalency Guide

Transfer credit equates credit for a course at one post-secondary institution to the same course at another post-secondary institution. Usually these courses are listed in the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL (TCCN) published by the Texas Higher Education Coordinating Board. Individual post-secondary institutions may also compile **transfer equivalency guides** which list course equivalent courses at a variety of colleges and universities.

Transfer Planning Guide

Frequently many of these transfer courses are listed for specific university programs on **transfer planning guides**. Transfer planning guides are recommended sequences of courses to be completed at a community/junior college prior to transferring to a four-year university.

These transfer planning guides do not usually result in an associate degree or certificate at the community/junior college; their primary purpose is to allow the student to take a series of courses at the community/junior college that will transfer to a particular university in a specific degree program.

Lateral Articulation

Articulation at the same level of education. For example: courses articulated from one community/junior college to another community/junior college.

Vertical Articulation

Articulation from a lower-level educational institution to an upper-level educational institution. For example, from high school to a community/junior college or from a community/junior college to a university.

Categories

Articulation activities between secondary and post-secondary institutions can be grouped into two main categories. These are (1) competency-based course articulation and (2) other types of articulation.

Business, Professional, Private Organizations

Business, professional, and private organizations may have special certifications or credentialing practices. In some cases these certificates/credentials may earn the holder a certain amount of articulated credit in a particular program at the post-secondary level. For example: successfully completing the PSI (Professional Secretaries International) exam may equate to 18 hours of college credit toward an AAS degree in office administration at some institutions. Please contact the Articulation/Tech Prep Specialist in the Curriculum Services Office of NHMCCD for more information on this type of articulation.

Competency-based Course Articulation

The most common type of articulation is the competency-based course articulation. In this type of articulation competencies and performance levels mastered in a high school course(s) are compared with those contained in a post-secondary course(s). If the competencies and performance levels match, the courses can be articulated. If the competencies and performance levels do not match, the secondary school may choose to revise its curriculum to include those missing competencies/performance standards. If not, no articulation is possible. *Articulation in this manner is based solely on matching competencies and performance levels*; seat time, credit/contact hours, etc. are not a major criteria for articulation. All articulation is primarily competency based.

Continuing Education/ College Credit

This type of articulation equates continuing education units (CEU) to college credit. This procedure is currently being developed at NHMCCD. Contact the District Director of Articulation Services for more information.

Credit by Exam

Credit by exam can be earned by students who wish to skip courses for which they already have the necessary competencies/skills by successfully completing an exam. This allows a student to complete undergraduate work in a shorter period of time (a time-shortened program). Credit by exam may be nationally established, such as the CLEP, AP, ACT, and PEP, or departmentally developed. Refer to the Credit by Examination section of the current North Harris Montgomery Community College catalog for full details.

Credit for Experiential Learning

This method of earning college credit for work experience or experiential learning is currently being developed at NHMCCD. Contact the Curriculum Services Office for more information.

Dual Credit

Dual-credit articulation is a process by which students simultaneously complete a high school course and a college course. The competencies (course content, learner outcomes, and evaluation/performance measures) in the two courses are determined to be equal prior to the signing of the Dual Credit Agreement and offering of the course. This course may be taught at the high school location (embedded course) or at the post-secondary location. The instructor may be a high school instructor or a post-secondary instructor depending on the requirements for the specific course being taught. Students will receive high school credit as well as college credit upon satisfactory completion of the course. See Chapter 14 of this handbook for detailed information about dual credit procedures.

2 + 2

2 + 2 articulated programs are those in which the first two years of a four-year program are taught in the 11th and 12th grades. These two years are designed to prepare the student to enter the second two years to be taught at the community/junior college.

4 + 2

4 + 2 programs are those in which four years of high school courses are designed to flow to community/junior college two-year programs. These programs, often designed to meet the demands of advanced technology, usually are developed and approved by the Tri-Agency as Tech Prep programs. The Tech Prep programs include a strong mathematics, science, and technical base in the ninth through twelfth grades which in turn is designed to feed into technical and high-tech programs at the thirteenth and fourteenth grades.

4 + 2 + 2

4 + 2 + 2 programs are the 4 + 2 programs with two additional years at a university added to the educational plan resulting in a bachelor degree.

Tech Prep Articulation

Articulated courses included on approved Tech Prep Educational Plans. The articulation is competency based.

Tech Prep Program	Tech Prep programs are coherent sequence of courses, some of which are articulated to a college. Tech Prep programs are developed to provide students with more academic and technical skills to meet the needs of the business sector. See Chapters 3 and 13 for detailed information about Tech Prep programs and articulation.
Time Shortened	Granting of competency-based course articulation may result in time-shortened programs where students enter the program at a higher level and therefore exit earlier than traditional students beginning at the introductory level; may be included in Tech Prep 6-year educational plans, 2 + 2 programs, 2 + 2 + 2 programs, or 4 + 2 non-Tech Prep programs; or may provide opportunities for students to master higher level competencies within the traditional associate degree time frame (such as in Tech Prep advanced associate degrees and/or Tech Prep advanced skills certificates).
Transfer Credit to Universities	Transfer of credit to universities from community/junior colleges is available to students in most program areas. All courses listed in the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE (TCCN) published by the Texas Higher Education Coordinating Board should transfer from one post-secondary institution to another. If they are not listed in this guide, the initiating and receiving institutions predetermine which courses will transfer as required and/or elective courses. Contact a college or university counselor for detailed information about transfer credit from NHMCCD to most four-year universities.
Transfer Planning Guide	A transfer planning guide is a list of courses to be completed at a specific community/junior college that will transfer to a particular university in a specific program. These courses are usually listed on the COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE (TCCN) published by the Texas Higher Education Coordinating Board. These courses do not result in the completion of an associate degree.
University Articulation	Formalized articulation agreements entered into between NHMCCD and a specific university containing detailed information on the transfer of specified an associate degree (full value) to a particular bachelor degree at that university.
University Center	See Chapter 17 for more information about the University Center or contact Dr. Nellie Thorogood, Vice Chancellor of External Affairs, at 591-3510.

CHAPTER 4: BARRIERS AND PITFALLS TO ARTICULATION

Turfism

The most common barrier to articulation is **"turfism"**. The lack of information, understanding, and experience with articulation often serve to create this unfortunate consequence. It should be remembered that the students will benefit most when the barriers to educational opportunities are eliminated or kept to a minimum.

Open Dialog Channels

A primary concern of many high school instructors is that they have to train students at a predetermined level as set by articulation and having their work (students) judged by others. Post-secondary instructors often have initial concerns about the competence of incoming students who have received credit for beginning courses through articulation. These are very natural concerns. Open communication, trust, cooperation, and experience in following a well-established articulation procedure cooperatively developed by both levels can help reduce apprehension and misunderstandings.

Long-term Goals Need Commitment

Overly ambitious plans and expectations are difficult to sustain over a long period of time, so attempts at articulation have to match the school's long-term ability and commitment to maintain these activities. Educational institutions that begin articulation efforts with temporary funding must plan for the future for continued financial support. The matching of competencies is only the beginning.

Leadership and Support Essential

Efforts toward articulation should not be forced on reluctant faculty members. It is essential that concepts, expectations, and benefits are clearly understood. There will always be those faculty members who readily discern both the benefits and the constraints. Likewise, leadership and support must come from the top.

Articulated Credit will Vary

Determining the number of competencies or courses should be on the conservative side as opposed to being overextended in the initial stages of articulating curricula. Degrees of articulation will vary from program to program and should be built on over a period of time, based on experience and success. Any design for a new system of articulation should be fused with as much of the existing structure within the institution as possible. A system that is completely separated tends to create additional confusion and frustration.

Curriculum Groups

A natural tendency is to want to work out the details of articulation in a large group so that all parties can have equal input and save time. There are times when large group meetings can be helpful if group leadership is available. Too often, though, large groups cannot reach agreement on

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the details required for articulation efforts. Most details for articulation can best be worked out in small groups or on a one-to-one basis by faculty at both levels. Lack of communication at any level can create problems, and awareness of this fact must be continually kept in mind.

Realistic Deadlines

Already established daily activities tend to receive top priority, and therefore, realistic deadlines should be set in an effort to encourage progress. Articulating program content can become bogged down in the process of setting up meetings, matching competencies, and completing paperwork.

Matching Outcomes and Follow Up

Reaching agreement on the match-up of elementary competencies/outcomes is easier than matching advanced competencies. Experience with the successful transfer of students will provide the guidance needed after a program of articulation has been in place for a couple of years. All articulated programs require continuous follow-up.

CHAPTER 5: FINANCIAL ASPECTS OF ARTICULATION

Commitment from Top Administrators

Leadership and commitment to articulation must start at the top of each educational level and filter through to the classroom instructors. The instructors must be assured that the administration does completely support articulation and will continue to support it. This top administrative support is critical in view of the fact that articulation is a long-term investment. There must be a financial commitment to articulation consistent with the size of the commitment. In reality, the total investment is small when compared to the potential long-term gains.

Upper-level Enrollment Increases

The initial influx of students is likely to be small, but it will gradually increase over time. The credits earned by students through articulation are for first- and/or second-semester courses. Therefore, new students attracted through articulation will add to the upper-level class size where additional enrollment is normally smaller.

Process Familiarization

For the initial planning stages of articulation, someone at an administrative level at the post-secondary institution should be charged with the overall responsibility for developing/reviewing the articulation system. Time must be allowed for all participants involved in the process to become familiarized with the concept, and the system must be tailored to the resources and the structures of the participating institutions.

Resources

Many articulation systems are in place across the country and are operating with varying degrees of success. The number of successful systems is increasing at a rapid pace due to the expansion of tech prep initiatives across the nation. There is a wide variety of literature which can be used as a resource in developing a local system.

Direct Faculty Involvement

Once the planning stage is completed, the faculty members have to become directly involved. Articulating technical programs within the post-secondary institution should be planned over a period of time depending on the number of departments and the number of secondary districts to be involved. It is recommended that at least one year be allowed for initial articulation and review/revision of articulation be done every semester on a rotating basis so that each program articulation agreement be reviewed at least every two years.

Articulation Responsibilities

Articulation responsibilities flow between the Articulation Services Office and the campus vice-presidents and the associate

deans/curriculum teams of the specific program identified to participate in articulation. The review of curriculum and competencies is the most important and time-consuming activity in the entire process; therefore, granting of release time for a department representative to do actual articulation is highly recommended. The amount of time allotted depends on the number of schools, courses, and districts involved. Once articulation agreements are in place, it is reasonable to expect a curriculum team to routinely review, update, and maintain the articulation documents. The initial thrust, program by program, is the most expensive in terms of time.

CHAPTER 6: COMPETENCY-BASED CURRICULUM AND ARTICULATION

Competency-based Curriculum Recommended

Competency-based curriculum readily lends itself to articulation. The competencies required for entry-level employment are identified through a formal process (such as a DACUM) and are subsequently validated by business and industry representatives. These competencies must be sequenced in a logical order with lower-level competencies being covered in the lower-level courses and upper-level competencies in upper-level courses. The competencies have predetermined performance measures for assessing skill acquisition. Business and industry provide information to be used in measuring student success. These are usually laid out in a chart or checklist format.

Instructional materials are usually well planned and laid out in a systematic format. Well-organized materials assist in the task of comparing competencies between secondary and post-secondary institutions. If the secondary school is also using competency-based formats, the competency comparison can be readily achieved. Presenting materials which have been verified as those needed for entry-level employment improves the negotiating position of both parties should concern over match-up of competencies occurs.

There are many fine occupational programs which have been carefully developed and improved over a period of time under the direction of an advisory committee and local business. These programs operate with course outlines or syllabi which contain organized competencies/objectives and performance measures as suggested by business practitioners. The question then becomes: Should these courses/programs which are not in competency-based format be rewritten into one of the competency-based formats as a prerequisite for articulation? The answer must come from within the cooperating schools.

Articulation does not require that courses/programs be organized/presented in competency-based format. However, using this type of format will make it easier to review the curriculum and share information regarding industry-based entry-level skills which are included. Thus, the articulation process will progress more rapidly and be simpler to understand.

Faculty Review

After an initial meeting between NHMCCD and the ISD representative(s), high school and college faculty will begin to review

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Competencies and Performance Outcomes

and compare competencies in the identified courses. This comparison will include review of course guides (outlines or syllabi), texts, handouts, projects/class assignments, lab assignments, tests, and performance standards (grade scales). The comparison must be documented for future reference (see Appendix B for sample form). If the competencies and performance standards compare favorably, an Articulation Agreement (see Appendix C) for the specified course(s) will be developed. If not, the secondary representatives may choose to include the missing competencies or performance standards in order to match the content of the post-secondary course.

Three to Four Months Needed

The actual time needed for a thorough competency comparison by representatives of both institutions (including meetings, corresponding via phone, mail, fax, etc.) may take three to four months for the initial review. Reviewing/updating of existing articulation agreements and articulation competency certificates will take less time, perhaps only two months or less. This process should not be rushed; the process should not encourage students to enroll for advanced courses for which they may be unsuccessful if articulation is not planned thoroughly and accurately.

Information Shared

Once the faculty from both levels recommends articulation based on common competency and performance standard comparison, the information will be shared with all faculty in the program area at both levels. It is imperative that all faculty be aware of and approve of articulation before it is in place. Upon district approval, an articulation agreement will be drawn up by NHMCCD Articulation Services Office and forwarded for appropriate signatures. See the next section for detailed information about the articulation agreement, signature process, posting to articulation database, and application by students for articulated credit.

CHAPTER 7: HIGH SCHOOL ARTICULATION PROCESS AND FLOW CHART

Articulation Initiation

Step 1: Suggestions or ideas for articulation may be initiated from any of several sources: independent school district faculty and/or administrators, NHMCCD faculty and/or administrators, NHMCCD College Tech Prep Contacts, students, business people, etc.

Step 2: This initial information about possible articulation should be forwarded to any of the Associate Deans (Curriculum Facilitators) at any North Harris Montgomery Community College.

Step 3: The Associate Dean will pass the information to the District Articulation Services Office. The Articulation Services Office representative (usually the District Director of Articulation Services) will contact a representative from the interested independent school district to confirm the interest and obtain more information. Complete information will be shared with all appropriate personnel at all colleges of NHMCCD.

Independent School District Orientation Meeting

Step 4: Annual meetings will be conducted by NHMCCD Articulation Services Office (usually early in the fall and/or spring semesters) to overview existing articulation and discuss plans to initiate and/or review articulation during the new school year. Representatives from all independent school districts and all campuses of NHMCCD will be invited to this meeting. At this meeting, the ISD representatives will identify a primary contact for their district as well as specifying the areas in which they would like to articulate. It is anticipated that most ideas for articulation will be generated at this meeting.

Faculty Identified

Step 5: After the administrative orientation meeting, the ISD primary contact will appoint an instructor (or instructors) from the appropriate discipline to network with the NHMCCD Curriculum Team from the appropriate discipline to perform a detailed comparison of course competencies and student outcomes (performance levels). This information will be provided to the District Director of Articulation Services at the beginning of each semester on the High School Articulation Reviewer Information Sheet.

Faculty

Step 6: The District Director of Articulation Services from NHMCCD Articulation Services Office will hold an orientation meeting for the

Orientation Meeting; Share Competency Information

involved faculty and will assist in all aspects of this process. All articulation activities will be included in the NHMCCD curriculum process.

At this faculty articulation orientation meeting, the District Director of Articulation Services will overview the articulation process and duties of the articulation reviewers. The NHMCCD discipline Curriculum team will provide the ISD faculty with a detailed competency task list with performance outcomes which describes the exact content of those courses which have potential for articulation. Detailed course syllabus may be utilized for this purpose. It is also desirable to collect other materials which explain course content such as lab or classroom assignments, textbooks, tests, grading scales, etc.

This first meeting should concentrate on getting acquainted with the content of both programs.

Meeting Activities

Suggested activities include:

a. Exchange detail course content documentation.
b. Discuss course content.
c. Resolve questions about content and achievement levels.
d. Explore areas where modifications might be made in secondary curriculum.
e. Arrange to visit typical lab or classroom in both systems as needed.
f. Compare course competencies by filling in the Articulation Course Competency Analysis Chart.

It is recommended that the teams of instructors from both levels communicate via phone, fax, etc. in addition to meeting in person if needed.

Faculty Compare Outcomes

Step 7: The instructors from both levels will work closely sharing course outlines/syllabus, essential elements, textbooks, sample class activities, tests/performance measures, etc. This review process may take several months.

The reviewers will fill out the Articulation Competency Comparison Chart listing competencies and performance levels/student outcomes. The completed chart will be shared with all interested individuals.

Articulation Recommend-ation

Step 8: Upon completion of the review by the instructors, a recommendation to the discipline will be made to articulate if the competencies and performance levels match. If they do not, the ISD may choose to revise its curriculum to include those missing elements. If this revision is completed, the course(s) will then be recommended for articulation.

Originating VPEPR Signs

Step 9: The final recommendation from the Curriculum Team will be forwarded to the Vice President for Educational Programs and Resources at each college.

The signature of the VPEPRS at the originating college will be needed on the Articulation Competency Comparison Chart. The recommendation for articulation will be shared with appropriate personnel at both levels. IT IS IMPERATIVE THAT ALL CONCERNED INDIVIDUALS BE INVOLVED IN THIS INFORMATION SHARING/RECOMMENDING PHASE.

Agreement Prepared

Step 10: When all concerned agree to the recommended articulation, the VPEPRS will forward the signed Articulation Competency Comparison Chart to the Articulation Services Office where the District Director of Articulation Services will prepare the articulation agreement for signature.

Agreement Sent for Signatures

Step 11: The articulation agreement will be sent from the North Harris Montgomery Community College District Articulation Services Office to the ISD representative for signatures. The ISD representative will return the document to the District Director of Articulation Services in the North Harris Montgomery Community College District Articulation Services Office.

NHMCCD Signs

Step 12: The District Director of Articulation Services will forward the document to the appropriate NHMCCD discipline Curriculum Team facilitator, the Vice President for Educational Programs and Resources, the Associate Vice Chancellor for Curriculum Services, and the Vice Chancellor for Educational and Student Development for signature.

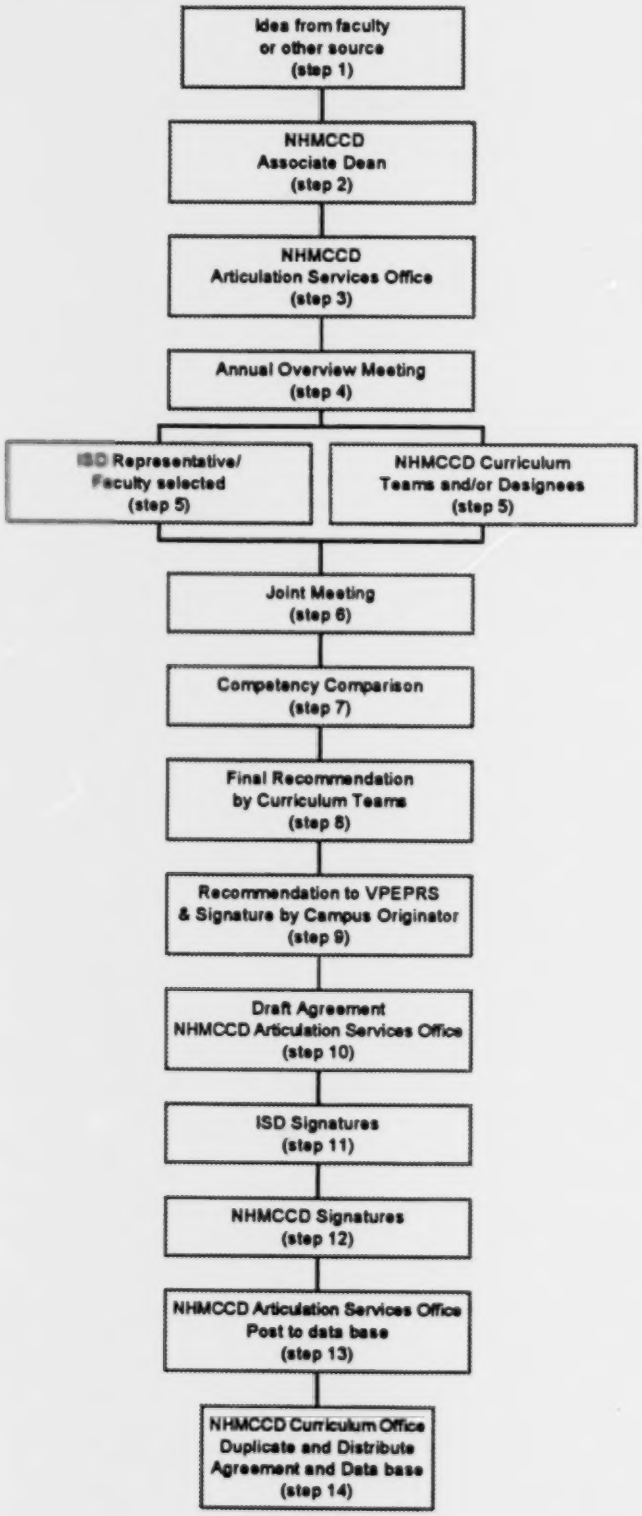
Updating Database and Distribution

Step 13: The fully-signed articulation agreement will be returned to the District Director of Articulation Services who will post the articulation to the articulation data base. Supporting documentation (such as the Articulation Course Competency Comparison Chart, competency checklists, etc.) will be attached to the original agreement which will be filed in the Articulation Services Offices.

Step 14: Copies of the agreement, updated data base, and supporting documentation will be distributed to the ISD representatives and to all NHMCCD college curriculum facilitators and Vice Presidents.

Agreement Review

All articulation agreements will be reviewed at least once every two years. The review process will follow the same steps as the initial articulation process, but should be less intensive and quicker to complete.


Idea from faculty or other source (step 1)
NHMCCD Associate Dean (step 2)
NHMCCD Articulation Services Office (step 3)
Annual Overview Meeting (step 4)
ISD Representative/ Faculty selected (step 5)
NHMCCD Curriculum Teams and/or Designees (step 5)
Joint Meeting (step 6)
Competency Comparison (step 7)
Final Recommendation by Curriculum Teams (step 8)
Recommendation to VPEPRS & Signature by Campus Originator (step 9)
Draft Agreement NHMCCD Articulation Services Office (step 10)
ISD Signatures (step 11)
NHMCCD Signatures (step 12)
NHMCCD Articulation Services Office Post to data base (step 13)
NHMCCD Curriculum Office Duplicate and Distribute Agreement and Data base (step 14)

BEST COPY AVAILABLE

CHAPTER 8: APPLYING THE ARTICULATION AGREEMENT

High School Counselors and/or Teachers

High school counselors and the appropriate high school instructors are to explain to the students the opportunities for receiving North Harris Montgomery Community College District course credit. Assistance is provided by the NHMCCD Articulation Services Office, the articulation flyer, and the articulation data base (see Appendix L and D).

Information to be provided by high school counselors and/or teachers:

These items are to be discussed with high school students by the high school counselor and/or the appropriate high school instructor:

1. Courses for which credit is granted must be a part of the student's degree plan at any of the North Harris Montgomery Community College colleges.
2. The student must meet all college admission requirements.
3. High school students enrolled under the early admission program must graduate from high school before credit can be granted.
4. The student must provide the NHMCCD Admission Office with an official high school transcript showing that he/she has graduated.
5. The student must meet the required grade average and any special conditions required in the articulation agreement (see articulation agreement and/or data base for special conditions).
6. The student starts the process early by meeting with a counselor/advisor or program associate dean at any NHMCCD college and presenting an official copy of his/her high school transcript.
7. The student must be enrolled at any college of North Harris Montgomery Community College District at the time the articulation credit is posted to his/her college transcript.
8. A petition for receiving articulated course credit must be initiated within twenty-eight (28) months after the last articulated high school course is completed.

NHMCCD Processing

Items to be process by North Harris Montgomery Community College District:

The following items are to be processed by North Harris Montgomery Community College District:

1. The student obtains a copy of his/her high school transcript from his/her high school. This should be done early to avoid the rush at

registration time.

2. The student contacts a counselor/advisor or program associate dean at any NHMCCD college at the time of enrollment for the following:
   a. initiation of a degree plan; and
   b. initiation of a student petition requesting articulated course credit via the Application for Advanced Placement Credit/Advanced Standing form (see Appendix F).
3. The student presents the petition to the counselor/advisor or appropriate associate dean for approval or disapproval.
4. Approved petitions are forwarded to the Admissions Office for posting to the student's transcript with the grade designation of "CR" (for credit) and the student is notified; or
5. Disapproved petitions are rerouted back to the student for disapproval notification.

CHAPTER 9: UPDATING THE ARTICULATION AGREEMENT

Expiration of Articulation Agreements

Almost as important as the development of the articulation agreement is the review and updating of the agreement and supporting materials. Articulation agreements may be expired or canceled with thirty days notice in writing to the other party, but the cancellation/expiration would not affect those students who are already enrolled in the articulated courses for the current year. Usually articulation agreements are canceled because of curriculum changes resulting in unmatched competencies and/or outcomes. Review and updating of articulation agreements should take place every two years. See Appendix E of this manual for the Articulation Expiration Form.

Associate Deans to Identify Areas Yearly

The process for reviewing and updating of articulation agreements is basically the same as the original articulation process. The Associate Deans, ISD, and/or university representatives will identify the areas to be articulated in the following academic year during the spring of each academic year. See page 17 for a flow chart of the original articulation process.

Curriculum Revisions May Require Review of Articulation

The reviewing and updating of articulation agreements should take less time than the initial review because the competencies would remain substantially the same; minimal changes in curriculum content and/or student outcomes should not affect basic articulation competency comparison, but would need to be reviewed to update and validate the articulation agreement. Either educational institution should notify the other when curriculum revision takes place. The appropriate associate dean or the Director of Articulation Services will be the primary contact point. The Associate Dean will pass this information on to the Articulation Services Office. A faculty member from the appropriate North Harris Montgomery Community College District curriculum team will be selected to perform the initial review. If an in-depth review is needed, the initial articulation process will be followed. If the changes are minor, the faculty member may recommend that the articulation be continued with a record kept at in the Articulation Services Office. All appropriate personnel at both institutions will be notified of the outcome of the review of existing articulation.

If needed, the articulation agreement will be revised in the Articulation Services Office, signatures obtained, data base updated, and reviewed articulation agreements will be distributed as in the initial process.

CHAPTER 10: EXPIRING ARTICULATION AGREEMENT

Either Party May Cancel

An articulation agreement may be expired at any time by either party. The Articulation Expiration Form must be completed, signed, and distributed. See Appendix E for this form.

The cancellation of articulation during a school year will not affect students who are enrolled in articulated courses for that school year. For example, if an agreement is canceled in December, students enrolled in that course for the current school year will still qualify for articulation. Students enrolled in the course for the next year will not qualify for articulation unless a new articulation agreement is drawn up based on the new competencies and student outcomes.

Expiration

Expiration dates will be noted in the data base. It is anticipated that all articulation agreements will be reviewed at least every two years so that there would be no expiration but rather a renewal of articulation. Contact the District Director of Articulation Services in the Articulation Services Office at North Harris Montgomery Community College District for more information regarding expiration of articulation agreements.

CHAPTER 11: RECORDKEEPING AND DATA GATHERING

The Texas Education Agency is encouraging individual ISDs to include "flag" in their student transcript database to indicate articulated classes completed by students. At this time, not all ISDs are able to utilize this method of identifying those students who have completed articulated courses.

This identifier could be used by the post-high school staff to verify and grant articulated credit to students in a most efficient manner. Until such time that all ISDs are using this method, individual students will be responsible for applying for articulated credit.

This identifier can also be used as a means of following students through post-high school education and/or training. It can also be used to identify Tech Prep students.

Currently information can be generated by computer to be used for evaluation of articulation and tech prep efforts at NHMCCD. This information is also used for reporting as needed. Examples of the types of data that may be generated include:

1. students who have received articulated credit with a specific time period;
2. students who have received articulated credit for a specific course or within a program area;
3. students who have received articulated credit from a specific independent school district or high school;
4. students who are enrolled in tech prep programs; and
5. total number of hours awarded through articulation.

CHAPTER 12: HOW TO APPLY FOR HIGH SCHOOL ARTICULATED CREDIT

Students who have successfully completed a high school articulated course must follow the following steps in order to be awarded articulated credit:

1. Obtain an Application for Advanced Placement Credit/ Advanced Placement form (Appendix F) available from the Admissions Office at any college. Complete this form with the assistance of a faculty advisor, program coordinator, associate dean, Tech Prep College Contact, or counselor at any college. Attach a copy of the student's high school transcript. Leave the form with the person assisting with its completion for processing.
2. The student must enroll in a degree or certificate program at any college within one year of graduation from high school. The articulated course(s) must be listed as a required or elective course on the certificate or degree.
3. Student must petition for articulated credit within 28 months of high school graduation.
4. The advisor, program coordinator, associate dean, or counselor will verify that the student meets the conditions for the articulation as listed in the articulation agreement.
5. The advisor, program coordinator, associate dean, or counselor will verify the articulation by referring to the articulation data base provided by the Articulation Services Office. The District Director of Articulation Services in the Articulation Services Office will serve as a resource when needed.
6. If verified, the articulated credit will be posted to the student's transcript after successful completion of six credit hours in the degree or certificate program.

CHAPTER 13: TECH PREP PROCESS AND FLOW CHART

Tech Prep is a Joint Process

Tech Prep is a joint program development project including the efforts of business/industry, high schools, and post-high school institutions to provide better training to the employees of tomorrow. A career path is established beginning in the ninth grade and continuing through post-high school education/training as appropriate to the occupational area.

Minimum Tech Prep Requirements

To be approved by the Tri-Agency for Tech Prep, a program must provide, as a minimum, the following components:

1. an educational program of study beginning in the ninth grade of high school and leading to an AAS degree with enhanced skills from a public community or technical college;
2. a cooperatively-developed (business, industry, labor, and secondary and higher education), competency-based workforce education curriculum which is non-duplicative and which effectively integrates academic and technical competencies;
3. graduation plans or programs of study which specify a coherent sequence of technical, academic, and general education courses which span secondary and higher education levels;
4. student competence in critical thinking skills and application of mathematics, science, and communication skills, as well as integration of workplace-transferable technical and academic skills;
5. student workplace basic skills;
6. integrated workplace and classroom learning experiences which provide theoretical and applied instruction and practical experience in a business or industry that is connected with the area of study;
7. opportunities for enhanced technical skills training and/or baccalaureate study;
8. a coordinated delivery system for educational and support services for students, including special populations students, to ensure access to program participation and student achievement;
9. a comprehensive career development guidance counseling program for students beginning no later than the seventh grade and continuing throughout the program;
10. a comprehensive and continuous professional development program for secondary and higher education academic and occupational/technical faculty, counselors, other staff, and administrators involved in Tech Prep programs; and
11. a method to identify and follow the progress and outcomes of Tech Prep students throughout the program.

Tech Prep Educational Plan

High schools work with business and industry to identify the appropriate academic and vocational courses needed to be successful at an entry level for the occupational area. This career path is outlined by a four-year course of study including integrated academic courses and vocational/occupational specific courses. The entire curriculum includes the SCANS competencies.

Some of the upper-level high school courses must be articulated to a post-high school institution.

The post-high school institution adds an appropriate course sequence for higher employment levels with multiple entry/exit points to the four years of high school.

Must Include Articulated Courses

The post-high school portion of the career path MUST INCLUDE ARTICULATED COURSES. This post-high school component can include an apprenticeship, trade/proprietary training, or *community/junior college education* with transfer to four-year universities when possible.

Business and Industry Input Essential

Skills/competencies and performance levels are determined by the business/industry representatives from the occupational area. All levels of education strive to incorporate all skills and competencies as determined by business/industry at the appropriate level. Therefore, Tech Prep programs are cooperatively developed by business/industry, high schools, and post-high school institutions.

Articulation for tech prep programs will follow the steps 1-14 as outlined in the "Articulation Process and Flow Chart" section of this ARTICULATION MANUAL beginning on page 14. Additionally the following steps must be followed:

Articulated Courses Included in Educational Plan

Step 15: The high school will develop with the advise of business and industry, a four-year course sequence containing integrated academic courses at high school or higher levels and vocational/occupational courses leading to entry level skills in the appropriate occupational cluster area. Some of the upper-level courses (11th and/or 12th grade) must be articulated to a post-high school institution. The post-high school institution through the discipline curriculum teams and Tech Prep contacts then add the post-high school component to provide the student with upper-level skills in all areas including SCANS.

Tech Prep Program Request for Approval

Step 16: The curriculum team forwards the draft educational plan to the Articulation Services Office. The articulated courses will be verified and the entire educational plan will be inputted by the North Harris Montgomery Community College District Articulation Services Offices.

Step 17: This educational plan will be circulated at the ISD through the district representative and through the disciplines at NHMCCD through the Curriculum facilitators and Tech Prep contacts for review and

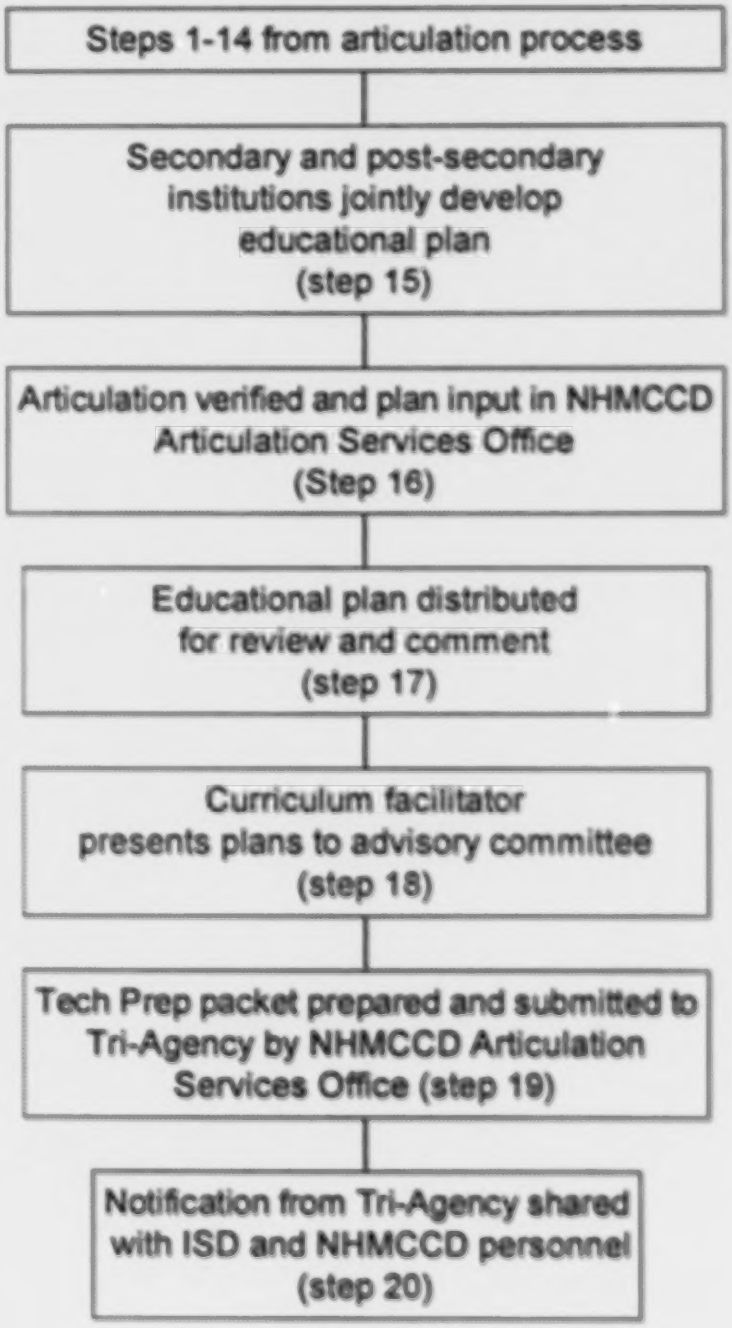
verification. During this circulation, input/revisions will be solicited from all involved.

Step 18: The final draft of the educational plan will be presented to the discipline program advisory committee by the curriculum facilitator and/or Tech Prep contact. The educational plan must be approved by the NHMCCD discipline advisory committee. They will also be advised of the articulated courses included on the educational plans.

Step 19: The program approval packet containing the educational plan, articulation agreement(s), minutes of advisory committee meeting, and supporting document will be prepared by the Articulation Services Office to be submitted for approval to the Tri-Agency (Texas Education Agency, The Higher Education Coordinating Board, and the Texas Department of Commerce).

Step 20: After receiving notification from the Tri-Agency, the NHMCCD Articulation Services Office will notify the district of the Tri-Agency decision. If the program is not approved, revisions will be made by the appropriate entity and the package resubmitted. Upon Tri-Agency approval, the NHMCCD Articulation Services Office will notify the district of such approval and provide copies of the articulation agreement(s) and educational plan(s) that were approved (step 18).

Tech Prep Articulation Process


Steps 1-14 from articulation process
Secondary and post-secondary institutions jointly develop educational plan (step 15)
Articulation verified and plan input in NHMCCD Articulation Services Office (Step 16)
Educational plan distributed for review and comment (step 17)
Curriculum facilitator presents plans to advisory committee (step 18)
Tech Prep packet prepared and submitted to Tri-Agency by NHMCCD Articulation Services Office (step 19)
Notification from Tri-Agency shared with ISD and NHMCCD personnel (step 20)

CHAPTER 14: DUAL CREDIT ARTICULATION PROCEDURE

Introduction

High school students may earn both high school and college credit at the same time by successfully completing identified dual credit courses. These courses may be (1) taught at the high school during the regular school day usually taught by a qualified high school teacher (called **embedded dual credit**) or (2) regular college courses taught at the college or high school after regular hours taught by a college instructor (called **concurrent enrollment**). In either instance, the student earns "dual credit": high school credit and college credit.

Each NHMCCD college negotiates with interested independent school districts each semester regarding the offering of dual credit courses. For specific information on dual credit, contact a vice president at any of the NHMCCD colleges.

Dual Credit Procedures

ADMISSION REQUIREMENTS

The Dual Credit Admission Program provides senior high school students (juniors may also be eligible) the opportunity to enroll in college-level courses provided applicants meet admission provisions. Students interested in enrolling in dual credit courses are admitted to the college district under special provisions designated by the Texas Higher Education Coordinating Board in accordance with Texas Academic Skills Program (TASP) guidelines.

There are two methods for high school students to earn both high school and college credit: (1) **embedded courses** which are high school courses which also carry college credit; and (2) **concurrent courses** which are college course(s) taught at the high school and/or the college.

Applicants for the **Dual Credit Admission Program** must meet the following criteria:

High School Seniors 17 Years of Age or Older

1. Complete an NHMCCD application for admission and an Exceptional Admission Program application. The application must be completed and signed by the applicant, the parent or guardian and the high school principal or designate.
2. Completed junior year or, or if currently enrolled in the junior year, received permission of the appropriate NHMCCD administrative officer.

3. Attain college-level scores in the areas of Writing **and** Reading and/or Mathematics on any of the assessment instruments listed under **"Assessment".**

High School Under Age 17

1. Complete an NHMCCD application for admission and an Exceptional Admission Program application. The application must be completed and signed by the applicant, the parent or guardian and the high school principal or designate.
2. Attain college-level scores in the areas of Writing **and** Reading and/or Mathematics on any of the assessment instruments listed under **"Assessment".**
3. Complete interview with and receive permission from appropriate **NHMCCD** administrative officer.

Assessment

A combination of any of the following scores will meet the requirements:

ACT English 19; Reading 19; Math 24

SAT Scores *as of April 1995*--Verbal 480; Math 520

Scores *prior to April 1995* --Verbal 400; Math 500

ASSET Reading 41; Writing 45; Math 21

TAAS Reading, Writing, Math scale scores of 1800 or higher; scores as of Spring 1994: W 1800, R TLI (Texas Learning Index) 90, M TLI (Texas Learning Index) 87 Exit Level Cumulative Label

-OR-

have passed all three sections of the TASP:

TASP taken after Sept. 1, 1995: Writing 220; Reading 230; Math 230

TASP taken before Sept. 1, 1995: Writing 220; Reading 220; Math 220

(Note: Test information is current as of the date of this document. Changes will require appropriate updating.) *A math score of 270 is required to enroll in college-level math courses.*

TASP

Students will be informed of the policy regarding TASP guidelines by college and/or high school officials. Students are required to take the TASP Test during the semester in which they will earn their ninth semester credit hour. Passing scores are determined by the TASP Test date.

(PLEASE NOTE: According to TASP guidelines, high school students who have taken the TASP prior to applying for Dual Credit must pass all three sections at the standards stated in order to be eligible for admission under Dual Credit guidelines. See preceding section for score standards.)

TASP EXEMPTION

Students who meet the following score requirements are **exempt** from taking the TASP. Students exempt from the TASP must submit a copy of scores from either the SAT, ACT, or TAAS with the following scores:

SAT **As of April 1995:** Reentered scores of 1180 combined with a minimum of 550 on the mathematical and verbal tests each.

SAT **Prior to April 1995:** Original scale scores of 1090 combined with a minimum of 530 on the mathematical test and 470 on the verbal test. Scores can be no older than five years old.

ACT Composite scores of 26 or higher with individual math and English scores of not less than 22. Scores can be no more than five years old.

TAAS **As of Spring 1994:** Minimum scale score of 1780 on writing; Texas Learning Index (TLI) of 86 on math and 89 on reading.

Scale score of 1780 or higher on all three relevant tests (reading, writing, math). TAAS scores can be no more than three years old.

(Note: Test information is current as of the date of this document. Changes will require appropriate updating.)

REGISTRATION PROCEDURES

Dual Credit students will follow the same registration procedures as any other first time student in the district. Students are required to attend a New Student Information Session scheduled through the college counseling department.

TUITION, FEES, TEXTBOOKS

Students participating in a dual credit course must be admitted to and registered for the college course and are responsible for paying appropriate tuition and additional fees when applicable based on residency status. Payment will be made prior to the official reporting day as determined by the college. Tuition will be waived only for those courses designated as dual credit in the agreement between the ISD and NHMCCD and individually approved for the student on the early admission form.

Students are responsible for purchasing textbooks required for the course. Text and materials will be available through the College Bookstore.

UIL ELIGIBILITY

Students who participate in extracurricular activities and are enrolled in dual credit courses are required to report grades to the high school in accordance with UIL regulations.

Students concurrently enrolled in courses at the college are responsible for reporting the grade to the high school to determine UIL eligibility.

A Transcript Request Form is available to students concurrently enrolled in course at the college.

Embedded Course Requirements

Content Verification

For embedded courses to qualify for dual credit, they must meet the Essential Elements mandated by the Texas Education Agency, and the curriculum requirements set by the Texas Coordinating Board of Higher Education and the college departments. For a dual credit course to be approved, the topics, learning outcomes and competencies must be the same as those of the same course taught at the college campus.

Course materials and classroom format for dual credit classes may vary, but students are expected to meet the same learning outcomes as those enrolled in traditional classes. Thus dual credit students are held to the same academic standards of traditional college classes to ensure the attainment of these outcomes.

College and ISD faculty members must agree on the appropriateness of topics and outcomes, methods of evaluating student work and course activities. This may occur through means as simple as a review and validation of the essential elements of the course (at the secondary level) with the course topics and outcomes (at the post-secondary level) or as complex as a rewrite of the secondary-level course to add the components that might be necessary to fulfill college requirements.

Faculty Certification

For embedded courses, an IDS teacher must meet the College criteria for part-time employment, possess the minimum credentials required by the Southern Association of Colleges and Schools (SACS) and be recommended by the principal and approved by an Associate Dean. The basic qualification for academic part-time faculty is a Master's Degree with at least 18 graduate hours in the teaching field. Qualifications for teaching occupation/technical courses are established by the Texas Higher Education Coordinating Board. For these teachers, at least three years of work experience and an Associate of Applied Science Degree in the teaching specialty are required to teach most occupational/technical courses.

Payment to the ISD

The college will reimburse the ISD at the median rate of pay for adjunct instructors for every 25 students enrolled in all embedded courses. The

ISD may use the funds for whatever purpose it deems appropriate.

Concurrent Course Requirements

The ISD must determine that a college course addresses the TEA essential elements. Some ISDs have provided NHMCCD with a list of courses that they have approved as meeting high school requirements. This is very helpful for ISD and college counselors.

In order for the student to have tuition waived, the principal or designee must sign a form certifying that the course will be accepted toward high school graduation requirements. The student is responsible for purchasing textbooks required for the course.

The ISD may negotiate with a NHMCCD college to teach a concurrent course at the high school location before and/or after normal school hours.

Observation of Teaching Effectiveness

The same standards for maintaining teaching effectiveness will apply to all courses offered for college credit. College policy pertaining to classroom observation must be applied to dual credit classes. A department representative will monitor dual credit classes by observing the instruction during the first semester of offering and periodically thereafter to ensure college standards of teaching effectiveness are being met. The dual credit instructor is encouraged to observe the teaching of the traditional college course and to take part in college-sponsored professional development activities for adjunct faculty.

Evaluation of Student Work

Class work of dual credit students must be regularly evaluated to ensure that students are acquiring the necessary skills for exit outcomes. Each enrolled student will receive a college transcript designating the course grade and number of credit hours. Dual credit instructors may compare the work of their students with that of students enrolled in the traditional course by examining student portfolios maintained by college instructors. A portfolio of the work of dual credit students may be included as part of classroom observation and follow-up activities required by the college department. All dual credit instructors will report student grades in the manner prescribed by the college. Each high school teacher teaching a dual credit course will be furnished enrollment records for recording student attendance and grades.

Maintenance and timely submission of accurate class records is the responsibility of the teacher.

Embedded Dual Credit Agreement

DUAL CREDIT AGREEMENT
for Embedded Courses
between
_____ Independent School District
and
_____ College

This Dual Credit Agreement for embedded courses between the _____ Independent School District (ISD) and _____ College is designed to allow high school students to earn dual credit. Dual credit may be earned by any qualified high school student in an embedded format. Upon completing the course the student will earn credit toward high school graduation as well as college credit.

The following conditions apply to this agreement:

1. The Superintendent and President or their designees agree that the attached scheduled courses are designated for dual credit.
2. The high school faculty teaching the dual credit course at the high school will do so as part of a regular teaching assignment. The teacher is expected to comply with the College's standards for courses.
3. The college will reimburse the ISD at the median rate of pay for adjunct instructors prorated for every 25 students enrolled in all embedded courses.
4. A dual credit course must contain both the essential elements required by the Texas Education Agency and the College course competencies.
5. Students will meet State and College requirements for admission to the College.
6. Students will pay tuition and fees and purchase instructional support materials, if such materials are not available from the ISD.
7. The College will maintain the same standards for the evaluation of instructional effectiveness and learning outcomes for the courses covered by this agreement as for all other College courses. Such standards are described by the Southern Association of Colleges and Schools.

This Dual Credit Agreement may be altered with written approval by the Superintendent and the President, or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

Note: Refer to Dual Credit Procedures for details on any of the elements contained in this agreement

Signatures:

_____	_____
College	Independent School District
_____	_____
President (or designee)	Superintendent (or designee)
_____	_____
Date	Date

Dual Credit Agreement for Concurrent Courses

DUAL CREDIT AGREEMENT
for Regular College Courses
between
_____ **Independent School District**
and
North Harris Montgomery Community College District

This Dual Credit Agreement between the _____ **Independent School District** (ISD) and **North Harris Montgomery Community College District** (NHMCCD) is designed to allow high school students to earn dual credit for specific courses taken at any NHMCCD college or center. (NHMCCD) is designed to allow high school students to earn dual credit for specific courses taken at any NHMCCD college or center. Upon completing the course(s) the student will earn credit toward high school graduation as well as college credit.

The following conditions apply to this agreement:

1. The Superintendent or designee and appropriate NHMCCD representative agree that the attached courses are designated for dual credit.
2. The ISD is responsible for determining that the NHMCCD course(s) approved for dual credit meets the essential elements required by the Texas Education Agency.
3. Students will meet State and College requirements for admission to the College.
4. Students will pay instructional fees and purchase instructional support materials.
5. Course tuition will be waived for students whom the ISD certifies to be receiving dual credit under this agreement.
6. This Dual Credit Agreement may be altered with written approval by the Superintendent and the President, or their designees, at least 30 days in advance of the agreement period.

This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to alter or terminate.

Note: *Refer to Dual Credit Procedures for details on any of the elements contained in this agreement.*

Signatures

_____	_____
NHMCCD	ISD
_____	_____
Date	Date

COURSES APPROVED FOR DUAL CREDIT

NHMCCD ISD

Tuition Waiver

North Harris Montgomery Community College District

Waiver of Tuition for Dual Credit Courses

Pursuant to Title 3 of the Texas Education Code, Statute: Section 130.008, the governing board of North Harris Montgomery Community College District waives the tuition for individuals concurrently enrolled in high school and in the district in college courses which will meet high school graduation requirements. To be entitled to this waiver, the individual must comply with college exceptional admission requirements and complete this form with appropriate authorization from the high school principal or designate. Students who are admitted without a high school diploma or GED and who are concurrently enrolled in high school are considered high school students under Title IV purposes and therefore are not eligible for any form of financial assistance.

Important: This form must be completed each semester of enrollment in college courses approved for high school graduation and must be on file in the college Registrar's Office on or before the official day of record for the semester of enrollment. (See academic calendar in class schedule.)

Name of Student:

Social Security Number: Day Time Phone:

Address of Student:

Current School: Current Grade Level:

Semester & Year of Enrollment at College:

To be completed by high school principal or designate:

The student named above is currently enrolled in high school and is approved to take the following college courses for credit toward high school graduation requirements.

College Course | High School Course

I certify that the college courses listed above will be accepted toward high school graduation requirements for this student.

Signature of Principal or Designate | Date

For Admission Office Use Only

Total Hrs. Enrolled: Eligible:
Res Amt: [Min] or [Per Hr]
Initial: Date:

For FA Office Use Only

Code:
Total Amt Waived:
Initial: Date:

CHAPTER 15: COMMUNITY EDUCATION COURSE ARTICULATION

Community Education Units to Credit Articulation

NHMCCD is currently in the process of comparing competencies and performance levels for Community Education courses which award CEUs (Community Education Units) and college credit hour courses. If competencies and performance levels match, a student may apply for college credit for the appropriate CEUs.

This process is new to NHMCCD and course review will begin during Spring 1997.

Contact the District Director of Articulation Services for a Community Education Dean at any of the colleges for further information.

Community Education Articulation Procedure

Awarding of Credit for Community Education CEU's

Students have the opportunity to earn college semester hour credit for certain courses in Community Education through one of the following processes. Students who wish to transfer this type of credit to a four-year university should check with the university to ensure transferability of credits.

1. When there is an articulation agreement in place, students who have earned CEU's after March 1, 1996, may apply for articulated credit. Students shall contact the Associate Dean of the appropriate department or the District Director of Articulation Services to determine if an articulation agreement is in place. See procedure for Applying for Articulated Credit for Community Education CEU'S (to be developed by CE Deans).
2. When there is not an articulation agreement in place,
   a. Students who have earned CEU's may complete a department challenge exam. See Departmental Challenge Exam procedure; or
   b. Students may apply for semester hour credit for completed CEU's on an individual basis by contacting the Dean or the Associate Dean of the appropriate department for which credit is being sought. The Dean or Associate Dean will review the student's community education transcript and compare the documented competencies contained in each course. If the competencies are deemed to match, the Dean or Associate Dean will sign the APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING FORM.

Community Education Course Articulation Agreement

ARTICULATION AGREEMENT FOR
CONTINUING EDUCATION UNIT/SEMESTER HOUR CREDIT

The purpose of this instrument is to implement an articulation agreement for awarding of college semester hour credit (CREDIT) for continuing education units (CEUs) and/or programs between the Community Education Department and the appropriate credit departments of North Harris Montgomery Community College District. This Articulation Agreement is based on review and comparison of course/program competencies and outcomes common to both departments.

This document provides a mechanism whereby students who have completed specified courses and/or programs in Community Education can be granted CREDIT under the specific conditions of this articulation agreement. The courses articulated via this document are:

Community Education Course			*Credit Hour Course*		
Name and Number	*Clock Hours*	AVCCN	*Name and Number*	*Credit Hours*	*TCCN*

The conditions of the Articulation Agreement are based upon an examination of course content including competencies and outcomes to be mastered by the student. As agreed, the following conditions of articulation are hereby set forth:

1. The Community Education student must meet all admissions requirements.
2. The Dean or Associate Dean of the appropriate department for which credit is being sought or his/her designee will review the official community education transcript to verify student identification data, course name, and satisfactory completion of course competencies, and, upon verification, will recommend articulated credit. This recommendation will be recorded on the APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING presented by the student along with his/her Community Education transcript.
3. The student must have satisfactorily completed the Community Education course(s) for which articulated credit is being requested within 24 months of the request for credit.
4. This articulation agreement will be on file in the Articulation Services Office with copies in the Admissions and Records Offices, the Dean of Community Education, and the appropriate Associate Dean offices at the campuses where the programs are offered.
5. This agreement shall commence upon the date of execution of this agreement and shall continue until such time as either party wishes to terminate the agreement.
6. This agreement may be terminated in whole or in part by either party only after giving a full thirty (30) days notice in writing to the other party. Such notice shall be sent by formal memorandum to the students already enrolled, or to those students still within the 24 month time frame or until such time as those students have completed their respective courses.
7. The District Director of Articulation Services from the District Curriculum Services Office will initiate an annual review of this Articulation Agreement with Community Education representatives to evaluate any changes in competencies, content, outcomes, etc.
8. In addition to the specific conditions outlined above, the following special requirements must be met for the awarding of articulated credit.

Check here if None _____

ATTACHMENTS:

1. Descriptions of Community Education courses being articulated including competencies and outcomes;
2. Descriptions of Occupational-Technical credit courses being articulated including competencies and outcomes; and
3. Competency Comparison Chart for each course;
4. Other supporting materials as appropriate.

_____ _____
Dean/Associate Dean Date Community Education Coord. Date

_____ _____
Vice President of Educ. Services Date Community Education Dean Date

BEST COPY AVAILABLE

CHAPTER 16: UNIVERSITY ARTICULATION AND TRANSFER

Vertical Articulation

The acceptance of lower-level courses at a high level educational institution is called **vertical articulation**. A typical example is a university accepting freshman and/or sophomore level courses completed at a community/junior college as transfer equivalents to freshman and/or sophomore courses offered at that university.

Lateral Articulation

The acceptance of courses from one educational institution to another at the same level. This is usually termed **lateral** articulation. For example, one community/junior college accepting courses from another community/junior college or a university accepting courses from another university.

Levels of Articulation

The three levels of articulation are:

1. individual courses that transfer listed on a **transfer equivalency matrix**;
2. series of courses that transfer listed on a **transfer planning guide**; and
3. transfer of an entire program from a community/junior college to a university via a **university articulation agreement**.

Transfer Equivalency Matrix

A table prepared by an educational institution listing the courses it offers with equivalents at other educational institutions. NHMCCD complies such a matrix called TEXAS SENIOR UNIVERSITY ADMISSION AND COURSE EQUIVALENCY GUIDE which is updated yearly. Other community/junior colleges and universities also prepare such a document. For more information about this matrix, contact the District Director of Articulation Services.

Courses included in such a matrix are usually found in the TCCN (Texas Common Course Number Guide) and the ACGM (Academic Course Guide Manual) both published by the Texas Higher Education Coordinating Board. These courses are normally taught at most community/junior colleges and universities.

These courses would transfer from one institution to another in most any program of study.

Transfer Planning Guide

A transfer planning guide is a specialized sequence of courses to be completed at a community/junior college prior to transferring to a university. Courses listed on this guide will transfer to a specific program at a specific university. Transfer planning guides are precisely developed for a particular program at a particular university. The

completion of courses listed on a transfer planning guide do not usually result in the completion of an associate degree at the community/junior college.

University Articulation

The university articulation agreement includes a sequence of courses completed at a community/junior college that result in an associate degree or certificate and that will transfer full-value to a university into a specific bachelor degree program. It also includes any special articulation and admission conditions that are required by the university. The university articulation agreement guarantees the student that all courses completed on the associate degree or certificate will transfer into the specific program at the university.

University Course Articulation/ Transfer Process

1. Request for university articulation/transfer forwarded to District Director of Articulation Services.
2. District Director of Articulation Services determines current course equivalency to specific university course(s).
3. If there is no equivalency, District Director of Articulation Services obtains a copy of the course syllabi from the university.
4. University course syllabi forwarded to program specific Curriculum Team.
5. Program curriculum team reviews course competencies contained in university course syllabi and makes one of the following recommendations:
   a. competencies match those of a NHMCCD course and negotiation for equivalency with university is needed (see Steps 6-8 below) or
   b. a new course at NHMCCD will be developed to match the university course competencies and thus will transfer (see Step 9 below) or
   c. NHMCCD will not have an equivalent course.
6. If equivalency negotiation is recommended, course syllabi for NHMCCD course will be provided to the university for review.
7. University personnel will review NHMCCD course syllabi (this may include university and NHMCCD faculty meeting to discuss competencies, etc.) and the university will notify the District Director of Articulation Services of decision on transfer equivalency.
8. New course equivalencies will be posted to the appropriate documentation.
9. Recommendations for new course development are presented to NHMCCD Council for Education and Student Development and Executive Council for review and recommendation.

CHAPTER 17: THE UNIVERSITY CENTER

NHMCCD has developed a partnership with universities and the private sector to provide unduplicated bachelor's degrees, master's degrees, and continuing professionals studies to the college service area. Partnerships, seamless articulated programs, collaborative governance, shared facilities, an interactive telecommunications "hub", and "first stop" student services provides the basis for The University Center (TUC) to serve as the critical link for community development and individual opportunity to over 1.2 million citizens of North Houston, North Harris County, and Montgomery Count.

The Partners

North Harris Montgomery Community College District
- Kingwood College
- Montgomery College
- North Harris College
- Tomball College

Prairie View A & M University

Sam Houston State University

Texas A & M University

Texas Southern University

University of Houston

University of Houston, Downtown

The Woodlands Corporation

Discussions are underway with Rice University, Our Lady of the Lake, Houston Baptist University, St. Thomas University and other private universities for development of continuing professional studies and additional degrees.

Overview

This Center will serve as the centerpiece for multi-level instruction of universities and the NHMCCD community colleges. The Center will include a dedicated classroom/laboratory facility of approximately 78,000 square foot adjacent to the Montgomery College campus as well as an interactive, technology-based extension that will connect all of the colleges of NHMCCD and the partner universities.

Facilities are due to open August 1997. Limited courses have begun at Montgomery College, via interactive technologies at North Harris College

and District Office as well as through distance learning.

The goal is to provide a facility and an interconnected telecommunications system for delivery of unduplicated baccalaureate and master's degree instruction, advanced work training, and professional development at the same quality level as the university home-based of the programs.

The University Center received full approval by The Texas Higher Education Coordinating Board in April 1996.

Concept

TUC will serve all of the NHMCCD service area.

Partner universities will offer baccalaureate and master's degree programs at the Center.

Universities will not offer competing programs.

Operational costs will be shared on the basis of instruction facilities and services provided.

Technology and telecommunications will be used to interconnect and deliver student support and learning services including a one-stop database approach to application, admission, degree planning/audit/validation, course equivalency, transcript analysis, and common reports.

NHMCCD colleges will offer the freshman and sophomore coursework utilizing seamless, articulated AA, AS, and AAS degrees.

For Information

For general information on TUC:
Dr. Nellie Thorogood
Vice Chancellor of External Affairs
281-591-3510
fax: 281-591-9347
email: ucenter@nhmccd.edu; or
URL http://www.nhmccd.cc.tx.us/colleges/uc

NHMCCD Degrees

North Harris Montgomery Community College District (Kingwood College, Montgomery College, North Harris College, and Tomball College) will provide freshman and sophomore-level courses with Associate of Arts (AA), Associate of Science (AS) or Associate of Applied Science (AAS) degrees awarded. Students starting their college careers and pursuing one of the degree majors will start their coursework at any of the NHMCCD colleges and should contact the counseling offices at one of the four colleges.

NHMCCD

Kingwood College, 281-359-1600
Counseling, 281-359-1604
Admissions, 281-359-1614

Counseling and Admission Offices

Montgomery College, (local) 409-273-2900, (metro) 409-321-5161
Counseling, 409-273-7236
Admissions, 409-273-7244

North Harris College, 281-443-5400
Counseling, 281-443-5481
Admissions, 281-443-5410

Tomball College, 281-351-3300
Counseling, 281-351-3380
Admissions, 281-351-3310

Bachelor's Degrees Offered

Prairie View A & M University
Bachelor of Science, **Nursing**, Dollie Brathwaite, 713-797-7007
Bachelor of Arts, **Social Work**, Sarah Williams, 409-857-2394
Bachelor of Arts, **Sociology**, Sarah Williams, 409-857-2394

Sam Houston State University
Bachelor of Applied Arts and Sciences, Herb Schumann, 409-294-1186
Bachelor of Arts or Bachelor of Science, **Criminal Justice**, Margaret Farnworth, 409-294-1633
Bachelor of **Business Administration**, Mitchell Muehsam, 409-294-1246
Bachelor of Science, **Interdisciplinary Academic Studies in Elementary Certification** (Specializations: Geography, Health, Kinesiology, Reading or Social Studies), Hollis Lowery-Moore, 409-294-1103
Bachelor of Arts or Bachelor of Science, **Political Science**, Richard Payne, 409-294-1457
Bachelor of Science, **Psychology**, Jerry Bruce, 409-294-1174

Texas A & M University
Bachelor of Science, **Engineering Technology** (Electronics and Telecommunications), Joe Morgan, 409-845-5966
Bachelor of Science, **Industrial Distribution**, Joe Morgan, 409-845-5966

Texas Southern University
Bachelor of Science, **Human Performance**, Irvine Epps, 713-313-1054
Bachelor of Science, **Interdisciplinary Studies in Elementary Certification** (Specializations: Bilingual Education, Early Childhood Education, or Special Education), Irvine Epps, 713-313-1054

University of Houston
Bachelor of Arts, **Earth Science**, Ian Evans, 713-743-3428
via Distance Education
Bachelor of Science, **Hotel and Restaurant Management**, Patty Godfrey, 713-743-2446

Bachelor of Arts, **Industrial Supervision**, Carole Goodson, 713-743-4046
Bachelor of Science, **Mechanical Technology**, Farouk Attia, 713-743-4036
Bachelor of Science, **Preprofessional English**, Robin Kaitschuck, 713-743-2932

University of Houston, Downtown
Bachelor of Science, **Interdisciplinary Studies**, Dan Jones, 713-221-8009
General Education and Liberal Arts Coursework

Master's Degrees Offered

Prairie View A & M University
MED or MS, Elementary/Early Childhood, William Parker, 409-857-2312
MED, Education Administration, William Parker, 409-857-2312
MSENGR, Engineering, Shiled Lin, 409-857-4200

Sam Houston State University
MBA, Business Administration, Mitchell Muehsam, 409-294-1246
MCJ, Criminal Justice, Margaret Farnworth, 409-294-1633
MED, Elementary Education, John Huber, 409-294-1146
MED, Secondary Education, Len Breen, 409-294-1139
MED, Educational Leadership: Admini./Supervisors Certificate, Genevieve Brown, 409-249-1147

Texas A & M University
EMBA, Executive MBA, Business Administration ('99), Don Hellriegel, 409-845-4573
MED, Educational Technology, Jon Denton, 409-845-5311
ME, Electrical Engineering, Alton Patton, 409-845-8932
MS, Life Cycle Engineering and Operations Management, Letty Benning, 409-845-2923
MS, Petroleum Engineering, Darla Jean Weatherford, 409-845-2205

Texas Southern University
MED, Counselor Education, Irvine Epps, 713-313-1054
PHARMD, Pharmacy, Post Baccalaureate, Pedro Lecca, 713-313-7164
MPA, Public Accounting ('98), Priscilla Slade, 713-313-7215

University of Houston
EMBA, Executive MBA, Business Administration, Marshall Schott, 713-395-2800
MED, Reading Specialist, Nancy Williams, 713-743-4960
MED, Reading and Language Arts, Nancy Williams, 713-743-4960

via Distance Education
MS, Computer Science, Olin Johnson, 713-743-3381
MSEE, Electrical Engineering, Missy McDonald, 713-743-4403

ME, Engineering Management, Charles Dalton, 713-743-4205
MHM, Hotel & Restaurant Management, Patty Godfrey, 713-743-2446
MSOT, Training and Development, Katy Greenwood, 713-743-4093

CHAPTER 18: DISTRIBUTION OF ARTICULATION MATERIALS

NHMCCD Articulation Services Office

The work is not over once the articulation agreements have been signed. The agreements and associated materials must be shared with the appropriate personnel at all levels.

1. The North Harris Montgomery Community College District Articulation Services Office is responsible for the distribution of all articulation agreements, tech prep educational plans, manuals, brochures, data bases, and other articulation/tech prep materials as follows:

   a. Articulation agreements:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members, and Tech Prep contacts at each campus;
      4) North Harris Montgomery Community College District Curriculum Services Office files;
      5) North Harris Montgomery Community College District campus Vice Presidents;
      6) North Harris Montgomery Community College District counseling staff;
      7) North Harris Montgomery Community College District Registrars Office; and
      8) Tech Prep Consortium Office.

   b. Articulation manual:
      1) public school contact person (administrator);
      2) public school articulation reviewers (faculty);
      3) public school counselors;
      4) high school occupational/technical education department chairpersons and faculty;
      5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
      6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
      7) North Harris Montgomery Community College District campus Vice Presidents;
      8) North Harris Montgomery Community College District counseling staff;
      9) North Harris Montgomery Community College District Registrars Office;

10) Tech Prep Consortium Office; and
11) parents.

c. Articulation data base and miscellaneous recruitment/information materials:
1) public school contact person (administrator);
2) public school articulation reviewers (faculty);
3) public school counselors;
4) high school occupational/technical education department chairpersons and faculty;
5) North Harris Montgomery Community College District Curriculum Facilitator (Associate Deans) team members and Tech Prep campus contacts;
6) North Harris Montgomery Community College District Curriculum Services Office staff and files;
7) North Harris Montgomery Community College District campus Vice Presidents;
8) North Harris Montgomery Community College District counseling staff;
9) Tech Prep Consortium Office; and
10) parents.

2. The public school district contact person is responsible for the distribution of these materials as deemed necessary to follow-up the articulation process. High school counselors and articulated program instructors have key roles in the process of informing students an parents about the possibility of receiving credit from North Harris Montgomery Community College District through articulation.
3. Counselors at both institutions are the primary contact for many students interested in acquiring credit for articulated coursework. They are to inform these students about the process at North Harris Montgomery Community College District for obtaining credit for articulated courses (see Chapter 12: How to Apply for Articulated Credit, for detailed information). The Articulation Handbook, data base, and brochure are the primary resources for communications.
4. The Tech Prep Consortium staff and committee members will also share articulation/tech prep information with independent districts and other community/junior and senior colleges involved in the development and implementation of Tech Prep programs.

APPENDIX A:

DEFINITIONS

APPENDIX A: DEFINITION OF TERMS

Term	Definition
2 + 2 PROGRAM	An articulated, competency-based vocational/technical education program that links the last two years of high school with the first two years of post-secondary education to create a strong four-year academic and technical curriculum. Most 2 + 2 programs have been replaced by Tech Prep programs.
2 + 2 + 2 PROGRAM	An articulated, competency-based vocational/technical education program that links the 2 + 2 program to the last two years of post-secondary education at a university and in a baccalaureate degree.
4 + 2 PROGRAM	An articulated, competency-based vocational/technical education program that links four years of high school with the first two years of post-secondary education. These usually are Tech Prep programs.
4 + 2 + 2 PROGRAM	An articulated, competency-based education program that links four years of high school with two years of post-secondary education (usually at a community or junior college) with the last two years of a baccalaureate degree at a university.
AAS	See associate of applied science degree program.
AAS DEGREE PROGRAM	See associate of applied science degree program.
ADVANCED PLACEMENT	A method to move students to more advanced work by the equating of course competencies, test results, previous grades, and/or interviews by the appropriate department with certain prerequisites. Students are exempt from taking specified introductory/first year courses. Contact the division head of the specific area for further information. Types of advanced placement include competency-based course articulation, dual credit, and credit by exam.
ADVANCED SKILLS MASTERY CERTIFICATE (ADVANCED SKILLS CERTIFICATE)	A certificate that is granted for advanced skills attained either within and concurrent with an advanced associate of applied science degree or after an applied associate science degree is granted.

ADVANCED TECHNICAL SKILLS	Technical skills identified and validated by business, industry, and labor that require a higher level of proficiency than those resulting from the traditional applied associate degree.
APPLIED ASSOCIATE DEGREE PROGRAM	Refers to the associate of applied arts or the associate of applied science degrees. The term "applied" in an associate degree name is the distinguishing characteristic of the technical certificate of collegiate rank.
ARTICULATION	An umbrella term for the process of linking educational institutions and experiences to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning (examples: 2 + 2, Tech Prep, course competency-based, etc.).
ARTICULATION AGREEMENT	The official document prepared by North Harris Montgomery Community College District and each participating independent school district (ISD) specifying the competencies (courses) to be articulated. See Appendix A for sample of the articulation agreement.
ASSOCIATE OF APPLIED ARTS [AAA] DEGREE PROGRAM	A program of study designed for immediate employment and/or career advancement that emphasizes the application of artistic principles and the humanities through an orderly, identifiable sequence of courses. The degree program is composed of technical courses, general education courses, related instruction courses, and, as appropriate, elective courses to prepare students for employment in the performing arts.
ASSOCIATE OF APPLIED SCIENCE [AAS] DEGREE PROGRAM	A program of study designed for immediate employment and/or career advancement that is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. The degree program is composed of technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals.
ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM - - ADVANCED/TECH PREP PLAN	See Tech Prep associate of applied science degree program.
CBE	See competency-based education.
CERTIFICATE	A formal award, less than an associate degree, indicating mastery of a prescribed series of academic and technical competencies with defined employment outcomes. This award is approved by The Texas Higher Education Coordinating Board, appears on the *Technical Program Clearinghouse Inventory*, and is subject to the Coordinating Board program evaluation process.

CLASSROOM-TO-WORKPLACE TRANSITION PROGRAM (SCHOOL-TO-WORK TRANSITION PROGRAM)	A method of instruction between a sponsoring work-training site, the post-secondary educational institution, and the student that provides guided training to the student in the work environment and that enhances critical thinking skills and the ability to transfer applied and theoretical knowledge to the workplace.
COHERENT SEQUENCE OF COURSES	A series of courses in which vocational and academic education are integrated, and which directly relates to, and leads to, both academic and occupational competencies. The term includes competency-based education, academic education, and adult training or retraining that meet these requirements. Sequential units encompassed with a single adult training or retraining course are included.
COMPETENCY-BASED COURSE ARTICULATION	The traditional method of comparing course competencies and performance levels from a secondary competency-based course to a post-secondary introductory competency-based course. If the competencies and performance levels match, articulated credit may be awarded for the high school course when the student meets the articulation requirements at the post-secondary institution. This is the type of articulation most often used in Tech Prep programs.
COMPETENCY-BASED EDUCATION (CBE)	Subject matter and course outcomes developed and based upon actual employment standards determined by local business/industry representatives. For successful completion of the courses, performance standards are specified and measured by industry standards.
CONCURRENT CREDIT	See dual credit.
CONCURRENT ENROLLMENT	A condition that exists when a student is officially enrolled in two different institutions simultaneously. Tech Prep programs do not require that students be concurrently enrolled.
CREDIT BY EXAM (challenge exam)	A method to provide college credit for work experience and/or educational work without transcript credit. This allows a student to complete undergraduate requirements in less time (through advanced placement) and at lower cost and to enrich educational experience by taking courses other than those that merely repeat previously learned material. Examples include Achievement Test (ACT), College Level Examination Program (CLEP) in specific subject areas only, Proficiency Examination Program (PEP), North Harris Montgomery Community College District Departmental Examinations, and Advanced Placement Program by the College Board.
CREDIT IN ESCROW	A condition whereby the credit earned by a student enrolled in an articulated course or for concurrent credit is held back by a second institution until the student enrolls there and meets certain criteria as

established by the second institution. Credit in escrow policies in Tech Prep programs should not require a student to pass more advanced levels of study before credit is granted.

DUAL CREDIT

Simultaneously completing a high school and college course for credit at both levels. This course could be taught at the high school location or at the post-secondary location. Students receive both high school and post-secondary credit upon satisfactory completion of this course. See Part II: Dual Credit Articulation Procedure for detailed information.

EMERGING OCCUPATION

An occupation arising through forces related to technological changes in the workplace. The occupation is expected to become increasingly visible and distinguishable as a separate career area within the next 10 years. The occupation is growing, or is expected to grow, rapidly within the industry. Workers from other occupations cannot perform the work without at least two months of vocational-technical education or training (defined by the Texas Innovation Network System).

EXTERNAL LEARNING EXPERIENCES

Competency-based learning experiences, paid or unpaid, offered in business and industry that supplement lectures and laboratory instruction.

INDEPENDENT SCHOOL DISTRICT (ISD)

A locally established, tax-based educational entity.

INTEGRATION OF ACADEMIC AND TECHNICAL/ OCCUPATIONAL CURRICULA

A link between academic and technical theories, demonstrated in both academic and technical courses that includes the applications of theory in the workplace setting and the use of real-life situations in academic courses.

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT (NHMCCD)

The locally established post-secondary educational entity serving primarily Harris and Montgomery Counties; also provides services to other ISDs within the surrounding area.

PROGRAM

An organized unit of instruction clearly related to the acquisition and/or upgrading of technical skills and for which a Coordinating Board-approved certificate or an applied associate degree is awarded.

PROPRIETARY SCHOOL

A business or trade school, or technical institution or other technical or vocational school in any state that:

1. admits as regular students only persons who have completed or left elementary or secondary school and who have the ability to benefit from the training offered by the institution;

2. is legally authorized to provide and provides within that state a program of higher education vocational or technical education designed to fit individuals for useful employment in recognized occupations;
3. has been in existence for two years or has been specially accredited by the secretary as an institution meeting the other requirements of definition; and
4. is accredited
   a. by a nationally recognized accrediting agency or association listed by the secretary;
   b. if the secretary determines that there is no nationally recognized accrediting agency or association qualified to accredit schools of a particular category, by a state agency listed by the secretary; or
   c. if the secretary determines that there is no nationally recognized or state agency or association qualified to accredit schools of a particular category, by an advisory committee appointed by the secretary and composed of persons specially qualified to evaluate training provided by schools of that category. The committee shall describe the standards of content, scope, and quality that must be met by those schools and shall also determine whether particular schools meet those standards.

SCHOOL-TO-WORK TRANSITION

See classroom-to-work-place transition program.

TECH PREP PROGRAM

These programs of study develop sophisticated occupation skills required for employment in today's internationally competitive workplace through education and school-to-work opportunities in four major occupational areas or clusters: industrial and technical (engineering technology; applied science; mechanical, industrial, or practical trades or arts; and agriculture:) business/office; health; and personal and protective services (including child development and law enforcement). Tech Prep programs must include:

1. A six-year program of study beginning in the ninth grade of high school and leading to an AAS degree with enhanced skills from a public community or technical college, an apprenticeship, or advanced skills certification.
2. A cooperatively-developed (business, industry, labor, and secondary/higher education), competency-based technical education curriculum which is non-duplicative *(includes articulation between secondary and post-secondary institutions)* and which effectively integrates academic and technical competencies.
3. Graduation plans or programs of study which specify a coherent sequence of technical, academic, and general education courses which span secondary and higher education levels.
4. Student competence in critical thinking skills and application of mathematics, science, and communication skills, as well as integration of workplace-transferable technical and academic skills.

5. Student workplace basic skills.
6. Integrated workplace and classroom learning experiences which provide theoretical and applied instruction and practical experience in a business or industry that is connected with the area of study.
7. Opportunities for enhanced technical skills training and/or baccalaureate study.
8. A coordinated delivery system for educational and social preparatory and support services for students, including special population students, to ensure access to program participation and student achievement.
9. A comprehensive career development guidance counseling program for students beginning no later than the seventh grade and continuing throughout the program.
10. A comprehensive and continuous professional development program for secondary and higher education academic and vocational/technical faculty, counselors, other staff, and administrators involved in Tech Prep programs.
11. A method to identify and follow the progress of outcomes of Tech Prep students throughout the program.*

*taken from TECHNICAL EDUCATION PROGRAM GUIDELINES, September 1995, Preliminary Draft, pages 93-94.

TECH PREP ARTICULATION

Competency-based course articulation included in Tech Prep 6-year educational plans.

TECH PREP ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

A cooperatively developed, competency-based six-year program of study beginning in the ninth grade of high school and resulting in an associate of applied science degree with advanced skills from a community or technical college or an associate degree granting proprietary institution.

TECHNICAL EDUCATION

Used by the Coordinating Board's Community and Technical Colleges Division to describe Coordinating Board-approved educational programs offering a sequence of courses or block-time instruction. This type of education must be related directly to the preparation of individuals for paid employment in current or emerging occupations that require other than a baccalaureate or advanced degree. Also known as *occupational education* and *vocational education*.

TECHNOLOGY EDUCATION

An applied discipline designed to promote technological literacy that provides knowledge and understanding of the impacts of technology including its organizations, techniques, tools and skills to solve practical problems and extend human capabilities in areas such as construction, manufacturing, communication, transportation, power and energy.

TIME-SHORTENED ARTICULATION/ PROGRAM

An articulation program in which high school students receive college credit that allows them to graduate from a higher education program in less time than a student beginning the program of study at the higher education level. Includes advanced placement based on articulated course work.

TRI-AGENCY PARTNERSHIP	Three agencies—The Texas Higher Educational Coordinating Board (THECB or HECB), the Texas Education Agency (TEA), and the Texas Department of Commerce (TDOC)–responsible for the statewide implementation of Quality Work Force Planning and Tech Prep program development and implementation.
VOCATIONAL EDUCATION	Organized educational program offering a sequence of courses or—instruction in a sequence or aggregation of occupational competencies directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.

APPENDIX B:

COMPETENCY COMPARISON CHART

ARTICULATION COMPETENCY COMPARISON CHART

(Used to identify and match course competencies between NHMCCD courses and other entities)

North Harris Montgomery Community College		Independent School District (or other entity)
		School (entity):
Course Title:		Course Title:
Course Number: CIP:		PEIMS Number:
Course Contact Hours:		Course Contact Hours (Length):
Text Used:		Text Used:
COMPETENCIES TAUGHT	CHECK MATCHES	COMPETENCIES TAUGHT
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.
8.		8.
9.		9.

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PERFORMANCE MEASURES		PERFORMANCE MEASURES
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.

Comments/Remarks/Special Conditions:

High School Teacher _____ Date _____

Curriculum Facilitator _____ Date _____

Originating Campus Vice President _____ Date _____

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APPENDIX C:

ARTICULATION AGREEMENTS:

High School
and
University

ARTICULATION AGREEMENT
in
the _____ Program
between
_____ INDEPENDENT SCHOOL DISTRICT
and
THE COLLEGES OF THE
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

A. PURPOSE

The purpose of this instrument is to document the approval of an Articulation Plan for specified courses in the above noted program between **North Harris Montgomery Community College District** (NHMCCD), 250 N. Sam Houston Parkway East, Houston, Texas 77060 and _____ **Independent School District**, _____, Texas _____.
This document provides a mechanism to enable students who have completed specific courses at _____ **Independent School District** under this agreement to be granted college credit by articulation. The course(s) articulated via this document are listed herewith.

NHMCCD Courses		ISD Courses	
CIP NO.	Course Name	PEIMS NO.	Course Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. PROVISIONS/TERMINATION

1. This agreement will become effective on the date both parties agree to accept the conditions set forth in this document and until such time as mutual agreement is made to terminate.

2. If there are substantial changes (course no., name, outcomes, etc.) in the curriculum at either NHMCCD or the _____ ISD, the agreement must be reviewed for possible revision as soon as possible. If there continues to be a basis for articulation, a new agreement should be signed.

C. CURRICULUM

1. The NHMCCD Colleges agree to provide all of the syllabi, course outlines, and course competencies developed and approved by the technical advisory committee; the _____ ISD schools agree to provide the essential elements for their courses and to incorporate the syllabi, course outlines, and course competencies, furnished by NHMCCD, into its corresponding high school course of instruction.

2. The schools of _____ ISD and the colleges of NHMCCD will utilize their joint technical advisory committee consisting of members from business, industry, and education who will assist in the continued refinement of the program.

D. CONDITIONS OF THIS AGREEMENT

To receive credit the student is required to satisfy the following conditions:

1. **Meet all North Harris Montgomery Community College District admission and program entrance requirements. Additionally, a high school transcript must be presented.**

2. Enroll in the _____ program at one of the colleges of the NHMCCD **within one year after graduation from high school.**

3. Successfully complete **six credit hours in the degree or certificate program listed under Section D, #2 above** at a college of NHMCCD.

4. **Must have demonstrated mastery of course competencies** and have completed the articulated course(s), in this document, with **a grade of 85 (B) or above**.

5. **Apply for articulated credit within 28 months after graduation from high school.**

****

SIGNATURES:

COLLEGES OF THE
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

_____ _____
Curriculum Facilitator (Associate Dean) Date

_____ _____
Vice President of Educational Programs and Resources Date

_____ _____
District Director of Curriculum Services Date

_____ _____
Vice Chancellor for Education and Student Development Date

_____ INDEPENDENT SCHOOL DISTRICT

_____ _____
Program Director Date

_____ _____
Superintendent Date

PROGRAM TITLE

University/College

and

North Harris Montgomery Community College District

Articulation Agreement

Effective Dates

Prepared jointly by:

Office of the Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District
250 N. Sam Houston Parkway East
Houston, Texas 77060

and

University/College or ISD Name
Address
City, State ZIP

A. Statement of Purpose:

North Harris Montgomery Community College District, Houston, Texas, and (the) *University/College Name and City, State*, in order to maximize the opportunities for students completing the recommended program of study in the Associate of Science degree and secure eligibility for admission into *University/College Name* in *Program Title*, hereby enter into the following Articulation Agreement. It is further recognized that this agreement shall describe the required program of study at North Harris Montgomery Community College District for admissions eligibility to *University/College Name* in the *Program Name*. This articulation identifies all required and equivalent courses at each institution.

B. Terms and Conditions:

The parties of this agreement, North Harris Montgomery Community College District and University/College Name hereby agree to the terms and conditions set forth herein.

- North Harris Montgomery Community College Associate of Science degree graduates completing the recommended program of study shall be eligible for admission into *University/College Name* and *Program Title*.
- Transfer students must meet the same standards and criteria for admission to a major degree sequence as *University/College Name* students.
- Eligibility for admission . . . . .
- *University/College Name* does not limit the number of credit hours that will transfer into the *Program Title* of study. Credit will transfer for all courses at the 100 and 200 levels in which a grade of "C" or better was earned.
- Students must complete with a Grade Point Ratio (GPR) of ??? or better on all attempted transferable course work.
- This agreement shall be in effect for two years beginning on *month day, year* through *month day, year*.
- This agreement shall be reviewed on a biennial basis or anytime program changes are made by either institution. Any program changes will be identified and incorporated into subsequent agreements.
- This agreement may be terminated by either party by giving written notice of said party's intention to the Vice Chancellor for Education and Student Development, North Harris Montgomery College District or the *University/College Name* Dean of *Program Title*, or designee.
- Students matriculated at North Harris Montgomery Community College in *Program Title* prior to the expiration date of this agreement shall be eligible for admission into *University/College*

Name's Program Title curriculum for a period of one year after the completion of the Associate of Science at NHMCCD. If this agreement is terminated by either party for any reason, all North Harris Montgomery Community College students enrolled in the *Program Title* Associate of Science degree program at the time of the agreement termination will retain their eligibility for admission into *University/College Name's Program Title* of study for a period of three years.

- All notices, demands, requests, and other communications required shall be in writing and shall be deemed to have been given when personally delivered or mailed to:

NHMCCD:
Linda M. Stegall, Ed.D.
Vice Chancellor for Education and Student Development
North Harris Montgomery Community College District
250 N. Sam Houston Parkway East
Houston, TX 77060
Phone (713) 591-3523
Fax (713) 591-3513
E-Mail: lindas@mail.nhmccd.cc.tx.us

UNIVERSITY/ COLLEGE NAME:
Name
Title
University/College Name
Street Address
City, State ZIP
Phone:
Fax:
E-Mail:

C. CURRICULUM

List recommended course sequence for program of study at NHMCCD with equivalents at university/college:

NHMCCD Courses	***University/College* Courses**

D. SIGNATURES

The parties have executed this agreement in duplicate originals on this date, *month day, year*. An original, signed copy of this agreement shall be maintained by each institution at designated offices of the college and university presidents or designee.

North Harris Montgomery Community College District

University/College Name

Curriculum Facilitator	Name Head, Program Title/Department
Linda M. Stegall, Ed.D Vice Chancellor for Education and Student Development	Name Title (Appropriate Administrator)

APPENDIX D:

ARTICULATION DATA BASE

ISD Code	Date	course	artic1 iedcouree	plome #	grade	tprep/comments 6/19/97
Aldine	2/25/97	AIRC 1301, Refrigeration Theory AND	Air Conditioning & Refrigeration I and II	11620400	85	HVACR
Aldine	2/25/97	AIRC 1303, Elec. Control & Power Circuits AND	Air Conditioning & Refrigeration I and II	11620400	85	HVACR
Aldine	2/25/97	AIRC 1401, Service & Installation Technology AND	Air Conditioning & Refrigeration I and II	11620400	85	HVACR
Aldine	2/25/97	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technician I and II	11620007	85	AUTO
Aldine	2/25/97	BUSI 1301, Business Principles	Business Management	3701500	85	
Aldine	9/3/90	CRIJ 1301, Intro. to Criminal Justice	Intro. to Criminal Justice		85	expire 8-31-97
Aldine	5/19/97	CRIJ 1301, Introduction to Criminal Justice	Introduction to Criminal Justice	11626488	85	CRIJ
Aldine	9/3/90	CRIJ 1307, Crime in America	Crime in America		85	expire 8-31-97
Aldine	2/25/97	CSCI 1401, Introduction to Computers	Microcomputer Applications OR	11673100	85	OFAD, CSCI
Aldine	2/25/97	CSCI 1401, Introduction to Computers	Business Information Processing OR	11672200	85	OFAD, CSCI
Aldine	1/11/94	DRFT 1300, Intro. to Drafting	Manufacturing Graphics OR	11601201	85	expire 9-1-97
Aldine	0/20/96	DRFT 1300, Intro. to Drafting AND	Drafting I and II	11622700	85	expire 9-1-97
Aldine	0/20/96	DRFT 1301, Intro. to AutoCad AND	Drafting I and II	11622700	85	expire 9-1-97
Aldine	1/11/94	DRFT 1305, CAD II	Drafting II	1162700	85	expire 9-1-97
Aldine	1/11/94	DRFT 2310 Architectural Drafting OR	Drafting II	1162700	85	expire 9-1-97
Aldine	1/11/94	DRFT 2312, Machine Drafting OR	Drafting II	1162700	85	expire 9-1-97
Aldine	5/19/97	EDGT 1305, Technical Drafting	Drafting I	11622700	85	EDGT
Aldine	5/19/97	EDGT 1309, Computer-Aided Drafting, AutoCad	Drafting II	11622700	85	EDGT
Aldine	2/25/97	ELTE 1401, Circuit Analysis I	Vocational Electronics	11627000	85	ELTE, ET
Aldine	2/25/97	ELTE 1402, Circuit Analysis II	Vocational Electronics	11627000	85	ELTE, ET
Aldine	2/25/97	MGMT 1301, Intro. to Management	Introduction to Business	3701900	85	
Aldine	5/31/97	MKTG 2301, Sales Strategies & Tactics	Marketing Educ. Coop I	11654100	85	
Aldine	5/31/97	MKTG 2303, Marketing Promotion & Advertising	Marketing Educ. Coop I	11654100	85	
Aldine	5/31/97	MKTG 2305, Marketing Management	Marketing Educ. Coop II	11654200	85	
Aldine	5/31/97	MKTG 2306, Retail Operations & Methodology	Marketing Educ. Coop II	11654200	85	
Aldine	2/10/97	NURS 1101, Intro. to Nursing	Nursing Assistant	11681300	85	NURS
Aldine	3/27/97	OFAD 1300, Admin. Procedures & Technology	Office Administration Systems	11672000	85	OFAD
Aldine	3/27/97	OFAD 1302, Computer Keyboarding	Advanced Word Processing OR	3700200	85	OFAD
Aldine	3/27/97	OFAD 1302, Computer Keyboarding	Office Admin. Systems OR	11672000	85	OFAD
Aldine	3/27/97	OFAD 1302, Computer Keyboarding	Microcomputer Applications OR	11673100	85	OFAD
Aldine	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	expire 9-1-97
Aldine	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85	expired 8-15-96
Aldine	3/27/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Aldine	12/9/93	OFAD 1308, Speedwriting	Shorthand	3701600	85	
Aldine	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications OR	11673100	85	expire 9-1-97
Aldine	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing OR	11672100	85	expire 9-1-97
Aldine	3/27/97	OFAD 1323, Word Processing	Advanced Word Processing	3700200	85	OFAD
Bellville	5/26/95	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Bellville	6/11/97	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	CSCI
Bellville	6/11/97	MKTG 2303, Marketing Promotion & Advertising	Marketing Education I and II	11654200	85	
Bellville	6/11/97	MKTG 2305, Marketing Management	Marketing Education I and II	11654200	85	
Bellville	6/11/97	OFAD 1302, Computer Keyboarding	Keyboarding	3703000	85	OFAD
Bellville	5/26/95	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Bellville	6/11/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Bellville	5/26/95	OFAD 1321 or 1322, Word Processing I	Keyboarding/Word Processing	3702000	85	expire 9-1-97
Bellville	6/11/97	OFAD 1323, Word Processing	Word Processing	3702000	85	OFAD
Bryan	7/6/95	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Bryan	7/6/95	OFAD 1300, Office Management	Office Admin. Systems Coop.	11672000	85	expire 9-1-97
Bryan	7/6/95	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Bryan	7/6/95	OFAD 1321 or 1322, Word Processing I	Keyboarding/Word Processing	3702000	85	expire 9-1-97

BEST COPY AVAILABLE

ISD Code	Date	course	artic1 ledcourse	plame #	grade	tprep/comments 6/19/97
Cleveland	5/20/97	AUTO 1411, Intro. to Auto Service Technology	Automotive Technician I and II	11620007	85	AUTO
Cleveland	3/25/94	CSCI 1401, Intro. to Computers	Microcomputer Applications OR	11673100	85	OFAD, valid thru 8-31-97
Cleveland	3/25/94	CSCI 1401, Intro. to Computers	Business Computer Programming OR	11672400	85	OFAD, valid thru 8-31-97
Cleveland	3/25/94	OFAD 1300, Office Management	Office Administrative Systems Coop.	11672000	85	expire 9-1-97
Cleveland	3/25/94	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD, valid thru 8-31-97
Cleveland	3/25/94	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Cleveland	3/25/94	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	expire 9-1-97
Columbus	5/26/95	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Columbus	5/26/95	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Columbus	5/26/95	OFAD 1321 or 1322, Word Processing I	Busines Computer Applications I	11672200	85	expire 9-1-97
Conroe	3/28/95	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Specialization I	11621100	85	AUTO
Conroe	5/10/95	CRIJ 1301, Intro. to Criminal Justice	Intro. to Criminal Justice	0	85	
Conroe	5/10/95	CRIJ 1307, Crime in America	Crime in America	0	85	
Conroe	12/9/93	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Conroe	5/7/97	CSCI 1401, Introduction to Computers	Microcomputer Applications	11672200	85	CSCI
Conroe	2/6/95	DRFT 1300, Intro. to Drafting OR	Communication Graphics	11601203	85	expire 9-1-97
Conroe	2/6/95	DRFT 1301, CAD I OR	Communication Graphics	11601203	85	expire 9-1-97
Conroe	2/6/95	DRFT 2310, Architectural Drafting OR	Communication Graphics	11601203	85	expire 9-1-97
Conroe	2/6/95	DRFT 2312, Machine Drafting	Manufacturing Graphics	11601201	85	expire 9-1-97
Conroe	12/9/93	OFAD 1300, Office Management	Office Administraton System Lab and/or Coop	11672000	85	expire 9-1-97
Conroe	12/9/93	OFAD 1302, Computer Keyboarding	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Conroe	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85	expired 5-15-96
Conroe	12/9/93	OFAD 1307, Office Accounting	Accounting I	3700600	85	OFAD, valid thru 8-31-97
Conroe	12/9/93	OFAD 1309, Business Computations	Office Support Systems	11672000	85	OFAD, valid thru 8-31-97
Conroe	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	expire 9-1-97
Cypress Fairbanks	8/1/96	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technology I and II	11620007	85	AUTO
Cypress Fairbanks	0/20/96	CHID 1400, Intro. to Early Childhood Educ.	Early Childhood Professions I & II	11615488	85	CHID
Cypress Fairbanks	4/18/94	CHID 1402, Instructional Materials for Child Care	Early Childhood Professions II	11610701	85	
Cypress Fairbanks	0/20/96	CHID 1404, Health, Safety and Nutrition	Early Childhood Professions I & II	11615488	85	CHID
Cypress Fairbanks	3/6/97	CSCI 1301, Programming Logic	Computer Science I AND II	3580200	85	CSCI, A3580200
Cypress Fairbanks	12/9/93	CSCI 1401, Introduction to Computers	Business Computer Programming	0	85	expire 9-1-97
Cypress Fairbanks	3/6/97	CSCI 1401, Introduction to Computers	Business Computer Applications	11672200	85	OFAD, valid thru 8-31-97
Cypress Fairbanks	3/6/97	CSCI 1431, Programming Lang., Basic	Computer Math II	3101500	85	CSCI
Cypress Fairbanks	3/6/97	CSCI 1434, Programming Lang., Pascal	Computer Science I (Pascal)	3580200	85	CSCI
Cypress Fairbanks	8/5/96	DRFT 1300, Intro. to Drafting	Communication Systems	11601200	85	expire 9-1-97
Cypress Fairbanks	8/5/96	DRFT 1301, Intro. to AutoCad	Manufacturing Graphics OR	11601201	85	expire 9-1-97
Cypress Fairbanks	8/5/96	DRFT 1301, Introd. to AutoCad	Construction Grahics OR	11601202	85	expire 9-1-97
Cypress Fairbanks	3/6/97	EDGT 1305, Technical Drafting	Communication Systems	11601200	85	EDGT
Cypress Fairbanks	3/6/97	EDGT 1309, Computer-Aided Drafting, AutoCad	Construction Graphics OR	11601202	85	EDGT
Cypress Fairbanks	3/6/97	EDGT 1309, Computer-Aided Drafting, AutoCad	Manufacturing Graphics OR	11601201	85	EDGT
Cypress Fairbanks	3/28/97	NURS 1101, Introduction to Nursing	Health Occupations I AND	11680100	85	NURS
Cypress Fairbanks	3/28/97	NURS 1101, Introduction to Nursing	Health Occupations II AND	11680210	85	NURS
Cypress Fairbanks	3/6/97	OFAD 1300, Admin. Procedures & Technology	Business Info. Proc. Coop	11672100	85	OFAD
Cypress Fairbanks	12/9/93	OFAD 1300, Office Management	Office Administration Coop OR	11672000	85	expire 9-1-97
Cypress Fairbanks	12/9/93	OFAD 1300, Office Management	Office Administration Pre-Lab OR	11672000	85	expire 9-1-97
Cypress Fairbanks	3/6/97	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD
Cypress Fairbanks	3/6/97	OFAD 1307, Office Accounting	Accounting	2700600	85	OFAD
Cypress Fairbanks	12/9/93	OFAD 1308, Speedwriting	Speedwriting/Shorthand	3701600	85	
Cypress Fairbanks	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	expire 9-1-97
Cypress Fairbanks	3/6/97	OFAD 1323, Word Processing	Keyboarding/Word Processing	3702000	85	OFAD

ISD Code	Date	course	artic1 isdcourse	pieme #	grade	tprep/comments 6/19/97
Cypress Fairbanks	9/24/96	WELD 1410, Plate Welding I	Welding I	11627200	85	
Dayton	12/9/93	CSCI 1401, Intro. to Computers	Computer Applications AND	11672200	85	
Dayton	12/9/93	CSCI 1401, Intro. to Computers	Microcomputer Applications (1yr) OR	11673100	85	
Dayton	12/9/93	CSCI 1401, Intro. to Computers	Computer Programming AND	11672400	85	
Dayton	12/9/93	OFAD 1300, Office Management	Office Administrative Systems	11672000	85	expire 9-1-97
Dayton	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85	
Dayton	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	
Dayton	12/9/93	OFAD 1308, Speedwriting	SuperWrite/Shorthand	3701600	85	
Dayton	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Typewriting/Word Processing	3700200	85	expire 9-1-97
Goose Creek	12/9/93	CSCI 1401, Intro. to Computers	Business Computer Applications	11672200	85	
Goose Creek	12/9/93	CSCI 1401, Intro. to Computers	Microcomputer Applications OR	11673100	85	
Goose Creek	12/9/93	OFAD 1300, Office Management	Office Admin. Systems Coop.	11672000	85	expire 9-1-97
Goose Creek	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	
Goose Creek	12/9/93	OFAD 1307, Office Accounting	Advanced Accounting OR	3700700	85	
Goose Creek	12/9/93	OFAD 1307, Office Accounting	Accounting OR	3700600	85	
Goose Creek	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications	11673100	85	expire 9-1-97
Goose Creek	3/4/87	WELD 1410, Plate Welding I	Welding Program	11627200	85	
Hempstead	4/30/97	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Apprenticeship		85	AUTO, experimental course
Hempstead	4/30/97	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	CSCI
Hempstead	4/30/97	CSCI 1433, C Programming	Computer Science II	35810100	85	CSCI
Hempstead	5/19/97	DESP 1432, Introductio to Desktop Publishing	Yearbook OR	3230200	85	
Hempstead	5/19/97	DESP 1432, Introduction to Desktop Publishing	Newspaper OR	3230500	85	
Hempstead	5/19/97	DESP 1432, Introduction to Desktop Publishing	Journalism I AND	3230100	85	
Hempstead	4/30/97	MGMT 1301, Introduction to Management	Marketing Education	11654100	85	
Hempstead	5/19/97	OFAD 1300, Admin. Procedures & Technologies	Office Administrative Systems	11672000	85	OFAD
Hempstead	5/19/97	OFAD 1302, Computer Keyboarding	Keyboarding	3702000	85	OFAD
Hempstead	2/27/97	OFAD 1302, Computer Keyboarding	Keyboarding & Word Processing	3702000	85	OFAD
Hempstead	5/19/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Hempstead	5/19/97	OFAD 1323, Word Processing	Word Processing	3702000	85	OFAD
Houston	5/19/97	ELTE 1401, Circuit Analysis I AND	Electronics	11627000	85	ELTE, ET AAS, ET AS
Houston	5/19/97	ELTE 1402, Circuit Analysis II AND	Electronics	1162700	85	ELTE, ET AAS, ET AS
Houston	5/5/88	WELD 1410, Plate Welding I	Welding Program	11627200	85	
Houston	5/5/88	WELD 2410, Plate Welding II	Welding Program	11627200	85	
Huffman	12/9/93	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Huffman	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD, valid thru 8-31-97
Huffman	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Huffman	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Keyboarding/Word Processing	3702000	85	expire 9-1-97
Humble	10/1/90	AUTO 1411, Intro. to Auto. Service Tech.	Auto Mechanics Program	11620007	85	
Humble	8/3/95	CHID 1400, Intro. to Early Childhood Educ.	Early Childhood Professions I	11610701	85	
Humble	8/3/95	CHID 1404, Health, Safety and Nutrition	Early Childhood Professions II	11610701	85	
Humble	8/8/95	CRIJ 1301, Intro. to Criminal Justice	Intro. to Criminal Justice	0	85	CRIJ
Humble	8/8/95	CRIJ 1307, Crime in America	Crime in America	0	85	CRIJ
Humble	0/20/96	CSCI 1401, Introduction to Computers	Business Computer Applications I OR	11672200	85	OFAD, valid thru 8-31-97
Humble	0/20/96	CSCI 1401, Introduction to Computers	Microcomputer Applications OR	11673100	85	OFAD, valid thru 8-31-97
Humble	8/23/94	DESP 1432, Intro. to Desktop Publishing	Journalism I AND	3230100	85	
Humble	8/23/94	DESP 1432, Intro. to Desktop Publishing	Newspaper OR	3230500	85	
Humble	8/23/94	DESP 1432, Intro. to Desktop Publishing	Journalism I AND	3230100	85	
Humble	8/23/94	DESP 1432, Intro. to Desktop Publishing	Yearbook OR	3230200	85	
Humble	6/6/96	DRFT 1300, Intro. to Drafting OR	Manufacturing Graphics	11601401	85	expire 9-1-97
Humble	6/6/96	DRFT 1301, Intro. to Autocad OR	Manufacturing Graphics	11601401	85	expire 9-1-97

ISD Code	Date	course	artic1 isdcourse	pieme #	grade	tprep/comments 6/19/97
Humble	8/1/96	OFAD 1300, Office Management I	Business Info. Processing	11672000	85	expire 9-1-97
Humble	8/1/96	OFAD 1302, Computer Keyboarding	Keyboarding/Word Proccessing	3702000	85	OFAD, valid thru 8-31-97
Humble	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85	expired 5-15-96
Humble	8/1/96	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Humble	8/1/96	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing OR	3700200	85	expire 9-1-97
Humble	8/1/96	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing OR	11672100	85	expire 9-1-97
Humble	3/1/96	TRAV 1301, Intro. to Travel & Current Events	Hospitality Services I	11610707	85	TRAV
Humble	3/1/96	TRAV 2206, Current Issues & Problems in T&T Indu	Marketing Education Coop. I	11654100	85	TRAV
Huntsville	2/27/97	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technician I and II	1120007	85	AUTO
Huntsville	6/19/97	BUSI 1301, Business Principles	Business Management & Ownership	03701500	85	
Huntsville	2/27/97	CHID 1400, Intro. to Early Childhood Educ.	PELE Child Care & Guidance Mgmt. Services	11610701	85	CHID
Huntsville	4/21/97	CRIJ 1301, Intro. to Criminal Justice	Law Enforcement Training I	11620009	85	CRIJ
Huntsville	4/21/97	CRIJ 1307, Crime in America	Law Enforcement Training II	11620009	85	CRIJ
Huntsville	6/5/96	CSCI 1401, Intro. to Computers	Business Computer Applications	0	85	expire 9-1-97
Huntsville	2/27/97	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	CSCI
Huntsville	2/27/97	MGMT 1301, Intro. to Management	Marketing Education	11654100	85	
Huntsville	2/27/97	NURS 1101, Intro. to Nursing	Health Occupations I and II	11680210	85	
Huntsville	6/19/97	OFAD 1300, Admin. Procedures & Technology	Office Admin. Systems Coop	11672000	85	OFAD
Huntsville	6/5/96	OFAD 1300, Office Management	Office Admin. Systems Coop	0	85	expire 9-1-97
Huntsville	6/19/97	OFAD 1302, Computer Keyboarding	Keyboarding	3702000	85	OFAD
Huntsville	6/19/97	OFAD 1307, Office Accounting	Accounting I	3700600	85	OFAD
Huntsville	6/19/97	OFAD 1323, Word Processing	Advanced Word Processing	3702000	85	OFAD
Huntsville	5/21/97	WELD 1410, Plate Welding I	Welding I and II	11627200	85	WELD
Katy	4/21/97	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technology I and II	11620007	85	AUTO
Katy	4/21/97	CSCI 1401, Introduction to Computers	Business Computer Applications I	11672200	85	CSCI
Katy	4/21/97	EDGT 1305, Technical Drafting	Manufacturing Graphics	11601201	85	EDGT
Katy	4/21/97	EDGT 1309, Computer-Aided Drafting, AutoCad	Construction Graphics	11601202	85	EDGT
Katy	4/21/97	MKTG 2305, Marketing Management	Marketing Education Coop I	11654100	85	
Katy	4/21/97	NURS 1101, Introduction to Nursing	Health Science Technology II & Nurs. Aid Cert.	11680210	85	NURS
Katy	5/19/97	OFAD 1302, Computer Keyboarding	Keyboarding	3702000	85	OFAD
Katy	5/19/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Katy	4/21/97	VETT 1200, Medical Terminology	Health Science Technology II	11680210	85	
Katy	5/20/97	WELD 1410, Plate Welding I	Welding (IPMMC)	11627200	85	WELD
Klein	2/28/97	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technician I and II	11620007	85	AUTO
Klein	4/25/97	CHID 1400, Intro. to Early Childhood Educ.	Child Care & Guidance, Mgmt. & Services I	11610701	85	CHID
Klein	4/25/97	CHID 1404, Health, Safety & Nutrition	Child Care & Guidance, Mgmt. & Services II	11610701	85	CHID
Klein	12/9/93	CSCI 1401, Intro. to Computers	Microcomputer Applications OR	11673100	85	
Klein	12/9/93	CSCI 1401, Intro. to Computers	Business Computer Applications I (1 yr) OR	11672200	85	
Klein	12/9/93	CSCI 1401, Intro. to Computers	Business Computer Applications II OR	0	85	
Klein	4/16/97	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	CSCI
Klein	8/28/96	DRFT 1300, Intro. to Drafting	Communication Systems	11601200	85	expire 9-1-97
Klein	8/28/96	DRFT 1301, Intro. to AutoCad	Computer Applications	11601501	85	expire 9-1-97
Klein	1/26/93	DRFT 1401, Intro. to Drafting	Communications Systems	11601203	85	expired 8-28-96
Klein	1/26/93	DRFT 2310, Architectural Drawing	Manufacturing Graphics	11601201	85	expired 8-28-96
Klein	8/28/96	DRFT 2310, Architectural Drawing	Construction Graphics	11601202	85	expire 8-31-97
Klein	1/26/93	DRFT 2312, Machine Drawing	Construction Graphics	11601203	85	expired 8-28-96
Klein	8/28/96	DRFT2312, Machine Drawing	Manufacturing Graphics	11601201	85	expire 8-31-97
Klein	5/6/97	EDGT 1309, Computer-Aided Drafting, AutoCad	Communication Systems	11601200	85	EDGT
Klein	5/6/97	EDGT 1317, Architectural Drafting, Residential	Construction Graphics	11601202	85	EDGT
Klein	5/31/97	NURS 1101, Introduction to Nursing	Health Occupations I and II AND	11680210	85	NURS

ISD Code	Date	course	artic1 isdcourse	plans #	grade	tprep/comments 6/19/97
Klein	5/31/97	NURS 1101, Introduction to Nursing	Health Care Science AND	11680301	85	NURS
Klein	4/16/97	OFAD 1300, Admin. Procedures & Technology	Office Admin. Coop	11672000	85	OFAD
Klein	12/9/93	OFAD 1300, Office Management	Office Administrative Systems Coop.	11672000	85	expire 9-1-97
Klein	12/9/93	OFAD 1302, Computer Keyboarding	Advanced Word Processing	3700200	85	expire 4-16-97
Klein	4/16/97	OFAD 1302, Computer Keyboarding	Keyboarding	3702000	85	OFAD
Klein	4/16/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Klein	12/9/93	OFAD 1307, Office Accounting	Advenced Accounting OR	3700700	85	expire 4-16-97
Klein	12/9/93	OFAD 1307, Office Accounting	Accounting I OR	3700600	85	expire 4-16-97
Klein	12/9/93	OFAD 1308, Speedwriting	Shorthand/SuperWrite	3701600	85	
Klein	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications OR	11673100	85	expire 9-1-97
Klein	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing OR	3700200	85	expire 9-1-97
Klein	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Computer Applications OR	11672200	85	expire 9-1-97
Klein	4/16/97	OFAD 1323, Word Processing	Advanced Word Processing	3700200	85	OFAD
Klein	4/16/97	TRAV 1301, Intro. to Travel & Current Issues	Hospitality Services I	11610607	85	TRAV
Klein	6/9/97	VETT 1200, Medical Terminology	Health Occupations I	11680100	85	
Klein	2/28/97	WELD 1410, Plate Welding I	Welding I and II	11627200	85	WELD
Klein	10/2/90	WELD 2410, Plate Welding II	Vocational Welding Program	0	85	expire 9-1-97
Magnolia	2/26/97	CHID 1400, Intro. to Early Childhood Edu.	Advanced Parent/Child Development AND	11610123	85	CHID
Magnolia	2/26/97	CHID 1400, Intro. to Early Childhood Educ.	Child Development AND	11610122	85	CHID
Magnolia	8/29/95	CSCI 1401, Intro. to Computers	Business Computer Systems	11672400	85	expire 9-1-97
Magnolia	2/27/97	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	CSCI
Magnolia	2/27/97	OFAD 1300, Admin. Procedures & Technology	Office Admin. Systems Coop	11672100	85	OFAD
Magnolia	8/29/95	OFAD 1300, Office Management	Office Admin. Systems Coop	11672000	85	expire 9-1-97
Magnolia	2/27/97	OFAD 1302, Computer Keyboarding	Keyboarding	3702000	85	OFAD
Magnolia	2/27/97	OFAD 1307, Office Accounting	Accounting I	3700600	85	OFAD, valid thru 8-31-97
Magnolia	8/29/95	OFAD 1320 or 1321 or 1322, Word Processing I	Office Admin. Systems	11672000	85	expire 9-1-97
Magnolia	2/27/97	OFAD 1323, Word Processing	Advanced Word Processing	3702000	85	OFAD
Montgomery	9/2/95	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	
Montgomery	9/2/95	OFAD 1300, Office Management	Office Admin. Systems	11672000	85	expire 9-1-97
Montgomery	9/2/95	OFAD 1307, Office Accounting	Accounting	3700600	85	
Montgomery	9/2/95	OFAD 1320/21/22, Word Processing I	Advanced Word Processing	3700200	85	expire 9-1-97
New Caney	0/12/90	AUTO 1411, Intro. to Auto. Service Tech.	Auto Mechanics Program	0	85	expired 8-28-96
New Caney	6/6/96	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technology I	11620007	85	
New Caney	10/5/95	CHID 1400, Intro. to Early Childhood Educ.	Early Childhood Professions I	11610701	85	
New Caney	10/5/95	CHID 1404, Health, Safety and Nutrition	Early Childhood Professions II	11610701	0	
New Caney	12/9/93	CSCI 1401, Intro. to Computers	Microcomputer Applications AND	11673100	85	OFAD, valid thru 8-31-97
New Caney	12/9/93	CSCI 1401, Intro.n to Computers	Introduction to Computers AND	0	85	OFAD, valid thru 8-31-97
New Caney	10/8/96	DRFT 1300, Intro. to Drafting	Introduction to Drafting I	11622700	85	expire 9-1-97
New Caney	0/20/96	DRFT 1300, Intro. to Drafting	Intro. to Drafting I	11622700	85	expire 9-1-97
New Caney	10/8/96	DRFT 1301, Intro. to AutoCad	Introduction to AutoCad (Drafting II)	11622700	85	expire 9-1-97
New Caney	0/20/96	DRFT 1301, Intro. to AutoCad	Intro. to AutoCad (Drafting II)	11622700	0	expire 9-1-97
New Caney	2/25/97	EDGT 1305, Technical Drafting	Introduction to Drafting	11622700	85	EDGT
New Caney	2/25/97	EDGT 1309, Computer-Aided Drafting (AutoCad)	Introduction to AutoCad (Drafting II)	11622700	85	EDGT
New Caney	12/9/93	OFAD 1300, Office Management	Business Information Processing	11672100	85	expire 9-1-97
New Caney	12/9/93	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85	OFAD, valid thru 8-31-97
New Caney	12/9/93	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
New Caney	12/9/93	OFAD 1309, Business Computations	Business Math	0	85	OFAD, valid thru 8-31-97
New Caney	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Office Support Systems	11672000	85	expire 9-1-97
North Forest	0/31/90	AIRC 1301, Refrigeration Theory	Air Conditioning Program	0	85	
North Forest	0/31/90	AIRC 1303, Elec. Control and Power Circuits	Air Conditioning Program	0	85	

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North Forest	5/31/97	CSCI 1301, Programming Logic	Bus. Computer Programming I AND	11672400	85	CSCI
North Forest	5/31/97	CSCI 1301, Programming Logic	Bus. Computer Programming II AND	11672500	85	CSCI
North Forest	5/31/97	CSCI 1301, Programming Logic	Computer Applications AND	11672300	85	CSCI
North Forest	5/31/97	CSCI 1401, Introduction to Computers	Microcomputer Applications	11673100	85	CSCI
Sealy	6/29/95	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Sealy	6/29/95	OFAD 1300, Office Management	Advanced Word Processing	3700200	85	expire 9-1-97
Sealy	6/29/95	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Sealy	6/29/95	OFAD 1321 or 1322, Word Processing I	Keyboarding/Word Processing	37012000	85	expire 9-1-97
Splendora	5/27/97	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technician I and II	11620007	85	AUTO
Splendora	2/12/90	AUTO 1411, Intro. to Auto. Service Tech.	Complete the high school auto mechanics prog	0	85	expired, 6-6-96
Splendora	6/6/96	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technology I	11620007	85	
Splendora	8/3/95	CHID 1400, Intro. to Early Childhood Educ.	Parenting & Adv. Child Development	0	85	
Splendora	1/22/93	CSCI 1401, Intro. to Computers	Business Computer Applications	11672200	85	OFAD, valid thru 8-31-97
Splendora	5/27/97	CSCI 1401, Introduction to Computers	Business Computer Applications	11672200	85	CSCI
Splendora	8/28/96	DRFT 1301, Intro. to AutoCad	Introduction to CAD	11622700	85	expire 9-1-97
Splendora	5/27/97	EDGT 1309, Computer-Aided Drafting, AutoCad	CAD I	0	85	EDGT, experimental course
Splendora	5/27/97	EDGT 1317, Architectural Drafting, Residential	CAD II	0	85	EDGT, experimental course
Splendora	6/11/97	NURS 1101, Introduction to Nursing	Health Occupations I and II	11680210	85	NURS
Splendora	6/19/97	OFAD 1300, Admin. Procedures & Technology	Office Support Systems	11673000	85	OFAD
Splendora	5/27/97	OFAD 1300, Admin. Procedures & Technology	Office Support Systems	11673000	85	OFAD
Splendora	1/19/93	OFAD 1300, Office Management	Office Support Systems	11672000	85	expire 9-1-97
Splendora	5/27/97	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD
Splendora	1/19/93	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85	expire 9-1-97
Splendora	6/19/97	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD
Splendora	1/19/93	OFAD 1307, Office Accounting	Accounting	3700600	85	expire 9-1-97
Splendora	6/19/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Splendora	5/27/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Splendora	1/19/93	OFAD 1308, Speedwriting	Speedwriting/Shorthand	3701600	85	
Splendora	1/19/93	OFAD 1309, Business Computations	Math of Money	0	85	expire 9-1-97
Splendora	1/19/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing	11672100	85	expire 9-1-97
Splendora	6/19/97	OFAD 1323, Word Processing	Word Processing	3702000	85	OFAD
Spring	6/19/97	AIRC 1301, Refrigeration Theory	Air Conditioning & Refrigeration	11620400	85	HVACR, contract course 1996-97
Spring	2/27/97	AIRC 1301, Refrigeration Theory	Building Trades	11621500	85	HVACR
Spring	6/19/97	AIRC 1401, Service Installation Technology	Air Conditioning & Refrigeration	11620400	85	HVACR, contract course 1996-97
Spring	6/19/97	AUTO 1411, Intro. to Auto Service Tech.	Automotive Technician I	11620007	85	AUTO, contract course 1996-97
Spring	2/27/97	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technician I and II	11620007	85	AUTO
Spring	6/19/97	AUTO 1412, Intro. to Auto Electricity	Automotive Technician I	11620007	85	AUTO, contract course 1996-97
Spring	6/19/97	AUTO 2415, Brake Systems	Automotive Technician II	11620007	85	AUTO, contract course 1996-97
Spring	6/19/97	AUTO 2416, Steering & Suspension Systems	Automotive Technician II	11620007	85	AUTO, contract course 1996-97
Spring	5/15/96	CHID 1400, Intro. to Early Childhood Educ.	Early Childhood Professions I & II	11615488	85	CHID
Spring	5/15/95	CHID 1404, Health, Safety & Nutrition	Early Childhood Professions I & II	11615488	85	CHID
Spring	1/19/95	CRIJ 1301, Intro. to Criminal Justice	Introduction to Criminal Justice	0	85	CRIJ
Spring	1/19/95	CRIJ 1307, Crime in America	Crime in America	0	85	CRIJ
Spring	2/27/97	CSCI 1401, Introduction to Computers	Business Computer Applications OR	11672200	85	CSCI
Spring	2/27/97	CSCI 1401, Introduction to Computers	Microcomputer Applications OR	11673100	85	CSCI
Spring	8/9/96	DRFT 1300, Intro. to Drafting	Vocational Drafting I	11622700	85	expire 9-1-97
Spring	3/21/95	DRFT 1300, Intro. to Drafting	Construction Graphics OR	11601202	85	expired 8-9-96
Spring	3/21/95	DRFT 1300, Intro. to Drafting	Manufacturing Graphics OR	11601201	85	expired 8-9-96
Spring	8/9/96	DRFT 1301, Intro. to AutoCad	Vocational Drafting II	11622700	85	expire 9-1-97
Spring	3/21/95	DRFT 2310, Architectural Drafting OR	Drafting II	11627000	85	expired 8-9-96

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Spring	8/9/96	DRFT 2310, Architectural Drawing	Vocational Drafting II, Architectural	11637000	85	expire 9-1-97
Spring	3/21/95	DRFT 2312, Machine Draftng OR	Drafting II	11627000	85	expired 8-9-96
Spring	2/27/97	EDGT 1305, Technical Drafting	Manufacturing Graphics	11601201	85	EDGT
Spring	2/27/97	EDGT 1309, Computer-Aided Drafting, AutoCad	Vocational Drafting I AND II	11622700	85	EDGT, Wunsche School Only
Spring	2/27/97	EDGT 1317, Architectural Drafting, Residential	Construction Graphics	11601202	85	EDGT
Spring	2/27/97	ELTE 1401, Circuit Analysis I AND	Vocational Electronics	11652700	85	ELTE, Wunsche School Only
Spring	2/27/97	ELTE 1402, Circuit Analysis II AND	Vocational Electronics	11652700	85	ELTE, Wunsche School Only
Spring	8/31/89	ELTE 1403, Electronics I	Complete second year of electronics program	0	85	expire 9-1-97
Spring	8/31/89	ELTE 2403, Digital Electronics	Complete second year of electronics program	0	85	expire 9-1-97
Spring	5/27/97	MKTG 2303, Marketing Promotion & Advertising	Marketing Educ. Coop I and II	11654200	85	
Spring	5/27/97	MKTG 2305, Marketing Management	Marketing Educ. Coop I and II	11654200	85	
Spring	5/27/97	MKTG 2306, Retail Operations & Methodology	Marketing Educ. Coop I and II	11654200	85	
Spring	3/27/97	NURS 1101, Intro. to Nursing	Health Occupations Education II AND	11680210	85	NURS
Spring	3/27/97	NURS 1101, Intro. to Nursing	Health Occupations Education I AND	11680100	85	NURS
Spring	4/21/97	OFAD 1300, Admin. Procedures & Technology	Office Admin. Sys. Coop	11672000	85	OFAD
Spring	12/9/93	OFAD 1300, Office Management	Office Education Coop	11672000	85	expire 9-1-97
Spring	4/21/97	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD
Spring	12/9/93	OFAD 1304, Shorthand	Shorthand	3701600	85	expired 5-15-96
Spring	4/21/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Spring	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing	11672100	85	expire 9-1-97
Spring	4/21/97	OFAD 1323, Word Processing	Advanced Word Processing OR	3700200	85	OFAD
Spring	4/21/97	OFAD 1323, Word Processing	Business Information Processing OR	11672100	85	OFAD
Spring	2/27/97	TRAV 1301, Intro. to Travel & Current Issues AND	Marketing Education Coop I AND	11654100	85	TRAV
Spring	2/27/97	TRAV 2206, Current Issues & Seminars AND	Hospitality Services I AND	11610707	85	TRAV
Spring	6/19/97	VETT 1200, Medical Terminology	Health Science Technology Lab I	11680210	85	OFAD
Spring	6/19/97	WELD 1410, Plate Welding I	Welding	11627200	85	WELD, contract course 1996-97
Spring Branch	7/9/96	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technology	11620007	85	
Spring Branch	12/9/95	CSCI 1401, Intro. to Computers	Business Computer Applications I or II	11672200	85	
Spring Branch	0/15/90	DRFT 1300, Intro. to Drafting	Drafting program	0	85	expire 9-1-97
Spring Branch	0/15/90	DRFT 2310, Architectural Drafting OR	Drafting program	0	85	expire 9-1-97
Spring Branch	0/15/90	DRFT 2312, Machine Drafting OR	Drafting program	0	85	expire 9-1-97
Spring Branch	12/9/95	OFAD 1300, Office Management	Office Administrative Systems	11672000	85	expire 9-1-97
Spring Branch	12/9/95	OFAD 1302, Computer Keyboarding	Keyboarding	3703200	85	
Spring Branch	12/9/95	OFAD 1307, Office Accounting	Accounting	3700600	85	
Spring Branch	12/9/95	OFAD 1308, Speedwriting	Notetaking/Speedwriting	3701600	85	
Spring Branch	12/9/95	OFAD 1309, Business Computations	Business Information Processing	11672100	85	
Spring Branch	12/9/95	OFAD 1320 or 1321 or 1322, Word Processing I	Microcomputer Applications OR	11673100	85	expire 9-1-97
Spring Branch	12/9/95	OFAD 1320 or 1321 or 1322, Word Processing I	Business Computer Applications OR	11672200	85	expire 9-1-97
Tarkington	5/25/94	OFAD 1300, Office Management	Office Administration Systems Coop	11672000	85	expire 9-1-97
Tarkington	5/25/94	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Tarkington	5/25/94	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	expire 9-1-97
Tomball	7/9/96	AUTO 1411, Intro. to Auto. Service Tech.	Automotive Technology I	11620007	85	
Tomball	6/10/97	CSCI 1301, Programming Logic	Computer Science I AP	A3580100	85	CSCI
Tomball	12/9/93	CSCI 1401, Intro. to Computers	AP Computer Science I OR	0	85	OFAD, valid thru 8-31-97
Tomball	12/9/93	CSCI 1401, Intro. to Computers	Computer Science I OR	0	85	OFAD, valid thru 8-31-97
Tomball	6/10/97	CSCI 1401, Introduction to Computers	Computer Science I OR	03580100	85	CSCI
Tomball	6/10/97	CSCI 1401, Introduction to Computers	Computer Science I AP OR	A3580100	85	CSCI
Tomball	6/10/97	CSCI 1401, Introduction to Computers	Business Computer Info. Sys. OR	11673100	85	CSCI
Tomball	6/10/97	CSCI 1433, C Programming	Computer Science II	A3580200	85	CSCI
Tomball	2/25/97	EDGT 1305, Technical Drafting	Communication Systems	11601200	85	EDGT

ISD Code	Date	course	artic1 iedcourse	plcms #	grade	\prep/comments 6/19/97
Tomball	2/25/97	ELTE 1401, Circuit Electronics I AND	Vocational Electronics	11627000	85	ELTE, ET
Tomball	2/25/97	ELTE 1402, Circuit Electronics II AND	Vocational Electronics	11627000	85	ELTE, ET
Tomball	2/25/97	MKTG 2303, Marketing Promotion & Advertising	Marketing I and II	11654200	85	
Tomball	2/25/97	MKTG 2305, Marketing Management	Marketing I and II	11654200	85	
Tomball	2/25/97	MKTG 2306, Retail Operations & Methodology	Retailing Merchandise	11653200	85	
Tomball	2/25/97	NURS 1101, Intro. to Nursing	Health Occupations II	11680210	85	NURS
Tomball	4/1/97	OFAD 1300, Admin. Procedures & Technology	Business Info. Processing Coop	11672100	85	OFAD
Tomball	12/9/93	OFAD 1300, Office Management	Office Administrative Systems	11672000	85	expire 9-1-97
Tomball	12/9/93	OFAD 1302, Computer Keyboarding	Microcomputer Applications	11673100	85	expire 6-1-97
Tomball	4/1/97	OFAD 1302, Computer Keyboarding	Keyboarding	3702000	85	OFAD
Tomball	4/1/97	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD
Tomball	12/9/93	OFAD 1308, Speedwriting	Speedwriting/Shorthand	3701600	85	
Tomball	12/9/93	OFAD 1320 or 1321 or 1322, Word Processing I	Advanced Word Processing	3700200	85	expire 9-1-97
Tomball	4/1/97	OFAD 1323, Word Processing	Advanced Word Processing	3700200	85	OFAD
Waller	7/31/95	CSCI 1401, Intro. to Computers	Microcomputer Applications	11673100	85	OFAD, valid thru 8-31-97
Waller	7/31/95	OFAD 1300, Office Management	Office Support Systems & Ofc. Adm., Sys. Co	11673000	85	expire 9-1-97
Waller	7/31/95	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Waller	7/31/95	OFAD 1321 or 1322, Word Processing I	Business Computer Applications I	11672200	85	expire 9-1-97
Wallis-Orchard	6/2/95	CSCI 1401, Introduction to Computers	Business Computer Applications I	11672200	85	OFAD, valid thru 8-31-97
Wallis-Orchard	6/2/95	OFAD 1300, Office Management	Office Support Systems	11673000	85	expire 9-1-97
Wallis-Orchard	6/2/95	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Wallis-Orchard	6/2/95	OFAD 1321 or 1322, Word Processing I	Keyboarding (0370320018 Microcomputer App	11673100	85	expire 9-1-97
Willis	1/22/94	CSCI 1401, Intro. to Computers	Microcomputer Applications	11672200	85	OFAD, valid thru 8-31-97
Willis	1/22/94	OFAD 1300, Office Management	Office Administration Systems Coop.	11673000	85	expire 9-1-97
Willis	1/22/94	OFAD 1302, Computer Keyboarding	Keyboarding/Word Processing	3702000	85	OFAD, valid thru 8-31-97
Willis	1/22/94	OFAD 1307, Office Accounting	Accounting	3700600	85	OFAD, valid thru 8-31-97
Willis	1/22/94	OFAD 1320 or 1321 or 1322, Word Processing I	Business Information Processing	11673100	85	CSCI, expire 9-1-97

APPENDIX E:

ARTICULATION EXPIRATION FORM

ARTICULATION EXPIRATION FORM

District Name_____

NHMCCD Reviewer's Name _____

District Course Name: _____

NHMCCD Course Name & No.: _____

Reason for expiration:

_____

_____

_____

_____
Date

_____ _____
Reviewer's Signature ISD Program Director

_____ _____
Curriculum Facilitator (Associate Dean) Superintendent

_____
VP of Educ. Progs. & Resources

_____
Associate Vice Chancellor for
Curriculum & Instruction

_____
Vice Chancellor for Education & Student. Dev.

APPENDIX F:

APPLICATION FOR ADVANCED PLACEMENT CREDIT/

ADVANCED STANDING FORM

APPLICATION FOR ADVANCED PLACEMENT CREDIT/ADVANCED STANDING

NOTE: It is the student's responsibility to notify the Director of Counseling Services when eligibility requirements have been completed.

Date: _____

Name: _____ SS#: _____

Applying for credit for Course Name(s) and Number(s):

_ _____ _____

_____ _____

_____ _____

Eligibility Requirements:

_____ a. Currently enrolled at NHMCCD, _____ Campus.

_____ b. Completed a minimum of six (6) semester hours at NHMCCD in the appropriate program area.

_____ c. Has not completed a course at a higher sequential level.

_____ d. An examination may not be taken for a course in which the student has been enrolled past the official day of record.

_____ e. Validated non-traditional evaluation if applicable.

_____ f. Course is part of student's degree plan.

_____ g. Student has applied for articulated credit within 28 months of high school graduation.

_____ h. Student has attained a grade of 85 or better in high school articulated course.

Student is eligible to:

_____ take departmental exam. _____ to receive credit by ACT, CLEP, PEP, or articulation.

Fees paid:

_____ ACT and articulation (no charge) _____ Departmental Exam - $25.00

_____ CLEP, PEP - $5.00 (does not include fee for test)

Signatures:

_____ _____ _____

Business Office Date Receipt Number

_____ _____

Counselor Date Registrar's Office Date

APPENDIX G:

SAMPLE TECH PREP

EDUCATIONAL PLANS

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Draft Tech Prep 6-Year Plan

DRAFT

Automotive Technology--Tech Prep Associate of Applied Science Degree with Enhanced Skills

Draft Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**PSYC 1301 Human Relations	**SPCH 1311 Intro. to Speech Communications	**CHEM 1405 Introductory Chemistry	AUTO elective (from AUTO 1413, 1414, 2416 or 2418)	Option 1: BUSI 1301 Business Principles
Algebra I	Geometry	Algebra II or Computer Math	Elective	**ENGL 1301 Comp & Rhetoric I	MATH 1308 Technical Math	AUTO 2413 Engine Diagnosis and Repair	AUTO 2414 Body & Chassis Elec. Sys.	AND BUSI 1302 Operating a Business
Physical Science	Biology I	3rd Science Course	Fine Arts	AUTO 1411 Intro. to Auto. Service*	AUTO 1415 Fuel and Emission Systems	AUTO 2415 Brake Systems	AUTO 2417 Auto Climate Control Sys	AND BUSI 2301 Business Law
Physical Education or Elective	Physical Education or Equivalent/ Health	Elective	Speech/ Elective	AUTO 1412 Intro. to Auto Electricity	AUTO 1416 Elec. Engine Mgmt. Systems	AUTO 2330 Coop Work Experience I	AUTO 2331 Coop Work Experience II	I AND BUSI 2303 Business Psychology
U.S. History	Elective	World History or Geography	U.S. Government/ Economics	**Humanities/ Fine Arts Elective	CSCI 1401 Intro. to Computers*	AUTO elective (from AUTO 1413, 1414, 2416 or 2418)		AND BUSI 2305 Small Business Fin. Mgmt
Keyboarding or Elective	Articulated course (CSCI 1401)*	Articulated Automotive Technology Course I (AUTO 1411)*	Articulated Automotive Technology Course II (AUTO 1411)*		POSSIBLE ARTICULATED CREDIT: 8 HOURS			*Option 2: Transfer to Sam Houston State University*
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6		First Year Credits 35		Second Year Credits 34	TOTAL COLLEGE CREDIT 81

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).
** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name: _____ Telephone #: _____
NHMCCD Contact Name: Pat Rapski Lyon Telephone #: 281-591-8313

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DRAFT

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Draft Tech Prep: 6-Year Plan

Child Care and Development--Tech Prep Associate of Applied Science Degree with Montessori Infant/ Toddler Specialization with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	** PSYC 2301 General Psychology	**PSYC 2308 Child Growth & Development	**MATH/Nat. Sci. College-level course	Elective (recommend CSCI 1401*)	*Option 1:* CHID 2407 Child Care Coop Work Experience AND CHID 2401 Child Care Curriculum Development
Algebra I	Geometry	Algebra II	Elective	**ENGL 1301 Composition & Rhetoric I	**ENGL 1302 Composition & Rhetoric II	SPCH 2341 Oral Interpretation	CHID 2301 Early Childhood Program Mgt. II	
Physical Science	Biology I	Biology II	Elective	CHID 1301 Family Living & Parenting Skills	**CHID 1404 Health, Safety & Nutrition***	CHID 2300 Early Childhood Program Mgt. I	CHID 2408 Mont. Infant OR CHID 2410 Toddler Practicum I	
World Geography or World History	Elective	U.S. History	Government and Economics	**CHID 1400 Intro to Early Child Educ***	CHID 2402 Infant Care Education	CHID 2404 MI/T Theory & Practice	CHID 2409/ 2411 Mont. Infant OR Toddler Practicum II	*Option 2: Transfer to Sam Houston State University for BAAS*
Physical Education or Waiver	Physical Education or waiver and Health	**Microcomputer Applications (CSCI 1401)***		CHID 1403 Child Guidance	CHID 2403 MI/T History & Philosophy	CHID 2405 The Exceptional Child		
Foreign Language or elective	Foreign Language or elective					**PHED physical activity course		
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	**POSSIBLE ARTICULATED CR. HRS. 12**	First Year Credits 35		Second Year Credits 33/34	TOTAL COLLEGE CREDIT 76/77

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of ? credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

DRAFT

ISD Contact Name:
NHMCCD Contact Name: Sue Thornton
\tech\6yrplans\child\draft.doc (2-13-97)

Telephone #:
Telephone #: 443-5663

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep: 6-Year Plan

Computer Information Systems--Tech Prep Associate of Applied Science Degree with Enhanced Skills

DRAFT

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	CSCI 1401 Introduction to Computers*	CSCI 1405 Data Commn. & Networks	**Math/Natural Science Course	Specialty Course #7	*Options: See Page 3*
Algebra I	Geometry	Algebra II	Elective	**ENGL 1301 Composition & Rhetoric I	CSCI 1415 Personal Computer Operating Systems	Specialty Course #4	*Exit for Specialty Certificate*	
Physical Science	Biology I	Biology II		**SPCH 1318 Interpersonal Communication	Specialty Course #2	Specialty Course #5	Specialty Course #8	
World Geography or World History	Elective	U.S. History	Government and Economics	Specialty Course #1	*Exit for Information Technology Certificate*	Specialty Course #6	Specialty Course #9 (Capstone)	
Physical Education or Waiver	Physical Education or waiver and Health	Articulated Computer course*	Articulated Computer course*	**Social/ Behavorial Science Course	Specialty Course #3	**PHED 1111-2184	**Humanities/ Fine Arts course	
							**General education elective	
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	ARTICULATED CR. HRS.7/8	First Year Credits 31/33		Second Year Credits 31/35	TOTAL COLLEGE CREDIT 74/80

SEE OVER FOR SPECIALTY COURSE LISTINGS.

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of ? credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

DRAFT

SPECIALTY OPTIONS

PC HelpDesk Specialty	Network Specialist	Programmer/Analyst	AS/400 Computing
First Semester			
OFAD 1323 or DESP 1330	Tech elective	CSCI 1301	**CSCI 1301**
Second Semester			
CSCI 1420 or 1421	Tech elective	**Programming Language, level 1, (1st)***	CSCI 1432 (RPG)
CSCI 1418	CSCI 1418	Programming Language, level 1, (2nd)	CSCI 1406
Third Semester			
CSCI 2417	CSCI 2420	CSCI 23-05	CSCI 2432
CSCI 2420	CSCI 2417	Programming Language, level 2 (1st)	CSCI 1412
CSCI 1420 or 1421	CSCI 2409	Programming Language, level 2 (2nd)	CSCI 2305
Forth Semester			
CSCI 2409 or 2330	CSCI 2421	CSCI 2402 or 2330	CSCI 22402 or 2330
Tech elective	CSCI 2422	Tech elective	CSCI 2440
Tech elective	CSCI 2403 or 2420 (2nd topic)	Tech elective	CSCI 2420
Tech elective = choose course from CSCI, MMED or DESP			

ENHANCED SKILLS CERTIFICATE OPTIONS (select second area of specialization; must be different than AAS specialization)

Programmer/Analyst: C Programming Enhanced Skills Certificate	Programmer/Analyst: COBOL Programming Enhanced Skills Certificate	Programmer/Analyst: Visual Basic Enhanced Skills Certificate	AS/400 Computing
CSCI 1433, Programming/C Programming	CSCI 1430, Programming/COBOL	CSCI 1431, Programming/Visual Basic	CSCI 1406, Computer Operations Concepts & Hardware
CSCI 2433, Advanced C Programming	CSCI 2430, Advanced COBOL Programming	CSCI 2431, Advanced Programming/Visual Basic	CSCI 1412, Computer Control Language
CSCI 2402, Systems Development & Implementation	CSCI 2402, Systems Development & Implementation	CSCI 2402, Systems Development & Implementation	CSCI 2440, Advanced Computer Operations
	Network Specialist Enhanced Skills Certificate		**Transfer to Sam Houston State University for BAAS Degree**
	CSCI 2410, Network Software		
	CSCI 2421, Network Hardware		
	CSCI 2422, Network Service & Support		

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Telephone #:
Telephone #: 281-519-9313

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ALDINE INDEPENDENT SCHOOL DISTRICT/
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep: 6-Year Plan

Criminal Justice–Associate of Applied Science Degree with Enhanced Skills in Criminal Justice/Peace Officer

Approved Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**ENGL 1301 Composition and Rhetoric	**ENGL 1302 Composition and Rhetoric	**GOVT 2301 American Government I	**Humanities/ Fine Arts Elective	CRIJ 2433 Texas Peace Officer Law
Algebra I or Algebra 1 - 4	Geometry	Algebra II or Algebra 1 - 4	Elective	*CRIJ 1301 Introduction to Criminal Justice	CRIJ 1306 The Courts and Criminal Procedure	CRIJ 2323 Legal Aspects of Criminal Justice	CRIJ 2328 Police Systems and Practice	CRIJ 2434 Texas Peace Officer Procedures
Physical Science	Biology	U. S. History	Government/ Economics	CRIJ 1310 Fund. of Criminal Law	*CRIJ 1307 Crime in America	**PSYC 2301 General Psychology	**Natural Science course	CRIJ 2435 Texas Peace Officer Skills
World Hist./ Geography	Elective	Biology II, Chemistry or Principles of Technology	* Crime in Am. (1/2 Credit) (CRIJ 1307) Fund. of Criminal Law (1/2 Credit)	** College-level math course	** SPCH 1311 or 1315 or 1321 or BUSI 2304	CRIJ 2314 Criminal Investigation	*CSCI 1401, Introduction to Computers	
Physical Education	Physical Education/ Health	* Intro. to Criminal Justice (CRIJ 1301)	Elective (Recommend Speech)	**SOCI 1301 Principles of Sociology	** PHED 1111-2184	** PHED 1111-2184		
Foreign Language	Foreign Language	* Micro computer App. (CSCI 1401)	Elective (Recommend Soc/Psy)		Possible Articulated Credit = 10 hours			
Total Credit 6	Total Credit 6	Total Credit 6	Total Credit 6		First Year Credit 28		Second Year Credits 40	Total College Credits 68

*Courses articulated with North Harris Montgomery Community college District and gives college credit (possible 10 credits).
** General Education Block transferable toward a four - year degree at most Universities.

ISD Contact Name: Franklin Higgins
NHMCCD Contact: Pat Rajski Lyon

Phone: 281-985-6370
Phone: 281-591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep: 6-Year Plan

Drafting Technology--Associate of Applied Science Degree with Enhanced Skills

Approved Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ADVANCED SKILLS
English I	English II	English III	English IV	MECH 1301 Manufacturing Materials & Processes	**MATH 1314 College Algebra or 1308 Tech Math II	DRFT Elective	DRFT Elective	***DRFT Electives (2) (6 Cr.)
Algebra I or Contextual Math	Geometry or Contextual Math	Algebra II or Geometry	Algebra II/ Trigonometry/ Pre-Calculus	DRFT 1320 Descriptive Geometry	DRFT 2311 Electrical Drafting	DRFT Elective	**MATH 1316 Trig or 1309 Tech Trig	***DRFT Electives (2) (6 Cr.)
U. S. History	Science	Principles of Technology I or Chemistry	Principles of Technology II or Physics I	Elective outside of field*	DRFT Elective*	DFTG Elective	**PHYS 2405 Technical Physics I	
Science	World History	World Geography	U.S. Government/ Economics	**ENGL 1301 Comp & Rhetoric	**SPCH 1311 Intro. to Speech Com.	**GOVT 2301 Am. Govt. I	DRFT Elective	
Construction Graphics	Health/Elective	Drafting I* (DRFT 1300 Intro to DRFT and 1301 CAD I)	Drafting II* (DRFT 2310 Archit Drafting or 2312 Machine Drafting and 1305 CAD II)	PHED	PHED			
Keyboarding* (may count as elective in AAS for OFAD 1302)	Manufacturing Graphics or Communication Graphics				TOTAL ARTICULATED CREDITS 12/15			
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6		First Year Credits 30/33		Second Year Credits 28	TOTAL COLLEGE CREDIT 47/70

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 12 to 18 credits).
** General Education block transferable toward a four-year degree at most universities.
*** Courses required for Enhanced skills component. Electives from any one of the following Drafting categories: (1) Architectural, (2) Electrical, (3) Pipe, (4) Structural, (5) Machine, (6) MAP.

ISD Contact Name: Director of Career and Technology Education — Phone:
NHMCCD Contact Name Pat Rajski Lyon — Phone: 281-591-6313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep: 6-Year Plan

DRAFT

Electronics Technology--Tech Prep Associate of Applied Science Degree with Enhanced Skills

Proposed Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	ELTE 1400 Electro-Mechanical Handskills	ELTE 1402 Circuit Analysis II	ELTE 2400 Electronics II	Elective Specialty Option	*Option 1:* CSCI 2420 Network Software AND
Algebra I or Contextual Math	Geometry or Contextual Math	Algebra II or Geometry	Algebra II/ Trigonometry/ Pre-Calculus	**ELTE 1401 Circuit Analysis I***	ELTE 1403 Electronics I	ELTE 2405 Microprocessors	Elective Specialty Option	CSCI 2421 Network Hardware AND
U. S. History	Science	Principles of Technology I or Chemistry	Principles of Technology II or Physics I	**MATH 1314 College algebra	ELTE 2403 Digital Electronics	ELTE/CSCI Elective (recommend CSCI 1401*)	Elective Specialty Option	CSCI 2422 Network Service & Support
Science	World History	World Geography	U.S. Government/ Economics	**ENGL 1301 Composition & Rhetoric I	MATH 1316 Trigonometry	**Humanities/Fine Arts Elective	Elective Specialty Option	
	Health/Elective	**Articulated course (CSCI 1401)***	**Articulated Course (ELTE 1401)***	**Social/ Behavorial Science elective	**SPCH 1311 OR 1315 OR 1321			*Option 2: Transfer to Sam Houston State University for BAAS*
					TOTAL ARTICULATED CREDITS 8			
Total Credits 6	**Total Credits 6**	**Total Credits 6**	**Total Credits 6**		**First Year Credits 35**		**Second Year Credits 29/30**	**TOTAL COLLEGE CREDIT 61/11**

* **Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of ? credits).**

** **General Education block transferable toward a four-year degree at most universities.**

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Phone:
Phone: 2813-591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT DRAFT

Proposed Tech Prep: 6-Year Plan

Engineering Design Graphic Technology--Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE					
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SUMMER	SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**ENGL 1301 Comp. & Rhetoric I	**MATH 1316 Trigonometry	ENGL 2311 Tech. Communications	Specialty Course	EDGT 2455 Applied Strength of Materials	*Option 1:* EDGT 2342 Parametric Design AND
Algebra I or Contextual Math	Geometry or Contextual Math	Algebra II or Geometry	Algebra II/ Trigonometry/ Pre-Calculus	**Math 1314,College Albegra	Specialty Course	CSCI 2405 Business Software Packages	EDGT 2358 Intro to Mechanics	**PHYS 1402, or CHEM 1405	EDGT 2315 Technical Presentation AND
U. S. History	Science	Principles of Technology I or Chemistry	Principles of Technology II or Physics I	*EDGT 1306, Technical Drafting	Specialty Course		**MATH 2412 Precalculus	**Social/Behavorial Science course	EDGT 2360 Piping Design Graphics
Science	World History	World Geography	U.S. Government/ Economics	EDGT 1309 or 1310*	EDGT 2340 or 2341		**PHYS 1401 General Physics I	EDGT 2381 or 2327	AND one from EDGT 2310, 2311, 2354, 2391 or EDGT 2301
Construction Graphics	Health/Elective	Articulated course	Articulated course	Specialty Course	**Humanities/ Fine Arts course		Specialty Course	EDGT 2336 CAD/D Programming	
Keyboarding	Manufacturing Graphics or Communication Graphics				TOTAL ARTICULATED CREDITS 9				*Option 2: Transfer to Sam Houston State for BAAS*
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6		First Year Credits 30/31			Second Year Credits 61	TOTAL COLLEGE CREDIT 83/84

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 9 credits).

** General Education block transferable toward a four-year degree at most universities.

Specialty Options (select one)

Architectural/Civil Design	Mechanical Design	Electrical/Electronic Design
EDGT 1317, Architectural Drafting - Residential*	EDGT 2302, Machine Drafting	EDGT 1356, Electrical/Electronic Drafting
EDGT 1301, Constructional Materials & Processes	EDGT 1319, Manufacturing Materials & Processes	EDGT 1319, Manufacturing Materials & Processes
EDGT 1364, Topographical Drafting	METL 1300, Metallurgy I	EDGT 2306, Industrial Electricity/Electronics
EDGT 2310, Structual Drafting	EDGT 2306, Industrial Elecyricity/Elecytronics	EDGT 2302, Machine Drafting
EDGT 2343, Plans & Specifications	EDGT 1360, Pipe Drafting	ELTE 1400, Electromechanical Handskills

ISD Contact Name: Director of Career and Technology Education
NHMCCD Contact Name Pat Rajski Lyon

Phone:
Phone: 218-591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Proposed Tech Prep 6-Year Plan

DRAFT

Engineering Technology Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV*	ELTE 1410 Basic User Software	*Humanities/ Fine Arts or Social/Behav. Science course	ELTE 2430 Data Commo. Software	Specialty course	*Option 1:*
Algebra I	Geometry	Algebra II	Pre-calculus*	**ENGL 1301 Composition & Rhetoric I	ELTE 2403 Digital Electronics	ELTE 2440 System Trouble-shooting	Specialty course	
Physical Science	Biology I	Chemistry	Physics I* and Chemistry II*	*MATH 1314 College Algebra	SPCH 1318 Interpersonal Communications	Specialty course	Specialty course	
U. S. History	P. E. or Waiver	World History	U.S. Government*/ Economics	**ELTE 1401 Circuit Analysis I**	ELTE 1308 Electronics of Computer Hardware	Specialty Course	Specialty course	*Option 2: Transfer to Sam Houston State*
Health - 1/2 Independent Study in English - 1/2	Elective	P.E. or Waiver (1/2) and Elective (1/2)	**Articulated Course**	ELTE 1402 Circuit Analysis II	Specialty course	Specialty Course	Specialty course	*University BAAS program*
Foreign Language	Foreign Language	Foreign Language	Computer Course					
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6				AAS Total 67-69	TOTAL COLLEGE CREDIT ??

* Student may be eligible for advanced placement credit via dual credit, AP/ACT/CLEP testing, articulation, etc.

** General Education block transferable toward a four-year degree at most universities.

Computer Electronics Specialization	Network/Telecommunications Specialization
ELTE 1404, Semiconductor Devices	ELTE 2320, Modulations and Line-Codes
ELTE 2405, Microprocessors I	ELTE 2404, Data Communications Hardware
ELTE 2415, RF Communications	ELTE 2411 or 2450 or 2330 (capstone course)
ELTE 2416, Operational Amplifiers	ELTE 2420, Intro. to Telecommunications
ELTE 2417, Industrial Electronics	ELTE 2432, Data Network Oriented Software
ELTE 2418, Component Level Troubleshooting	ELTE 2433, Computer Network Operating Systems
Humanities/Fine Arts or Social/Behavorial Science elective (not previously completed)	ENGL 2311, Technical Communications
	Humanities/Fine Arts or Social/Behavorial Science elective (not previously completed)

ISD Contact Name: Telephone:

NHMCCD Contact: Pat Rajski Lyon Telephone: 591-9313

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Draft Tech Prep 6-Year Plan

DRAFT

Tech Prep Associate of Science Degree

Engineering Technology Major

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV*	CHEM 1411, General Chemistry I***	CHEM 1412, General Chemistry II	ELTE 1401, Circuit Analysis I	ELTE 2403, Digital Electronics	ENGR 1304, Engineering Drafting
Algebra I	Geometry	Algebra II	Pre-calculus*	MATH 2412, Precalculus	MATH 2413, Calculus I	PHYS 2425, Mechanics & Heat	PHYS 2426, Elect., Sound & Light	ELTE 1400, Electro-Mech. Handskills
Physical Science	Biology I	Chemistry	Physics I* and Chemistry II*	HIST 1301, Am. History I	HIST 1302, Am. History II	GOVT 2301, Am. Govt. I	GOVT 2302, Am. Govt. II	ELTE 1402, Circuit Analysis II
U. S. History	P. E. or Waiver	World History	U.S. Government*/ Economics	ENGL 1301, Comp & Rhetoric I	ENGL 1302, Comp & Rhetoric II	SPCH 1315, Public Speaking	ENGL literatuare course	ELTE 2402, Analog & Digital Commo.
Health - 1/2 Independent Study in English - 1/2	Elective	P.E. or Waiver (1/2) and Elective (1/2)	Elective	PHED 1111-2184, Physical Education	CSCI 1433, C-Programming	MATH 2414, Calculus II	ELTE 2407, Telecom.	
Foreign Language	Foreign Language	Foreign Language	Computer Course*	PHED 1111-2184, Physical Education			AS DEGREE TRANSFER TO TEXAS A & M BSET PROGRAM	
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6		First Year Credits 30		Second Year Credits 36	TOTAL COLLEGE CREDIT 81

* Student may be eligible for advanced placement credit via dual credit, AP/ACT/CLEP testing, articulation, etc.
** General Education block transferable toward a four-year degree at most universities.
*** Prerequisite to CHEM 1412, General Chemistry II (not included in AS or BSET degrees)

ISD Contact Name:
NHMCCD Contact: Pat Rajski Lyon

Telephone:
Telephone: 591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

DRAFT

Proposed Tech Prep: 6-Year Plan

Heating, Ventilation, Air Conditioning and Refrigeration Technology

Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**AIRC 1301 Refrigeration Theory***	AIRC 1402 AC System Servicing	AIRC 2405 Heat Pumps	AIRC 2404 Commercial AC & Refrig. Design	*Option 1:* BUSI 1301 Business Principles AND BUSI 1302
Algebra I or Contextual Math	Geometry or Contextual Math	Algebra II or Geometry	Algebra II/ Trigonometry/ Pre-Calculus	**AIRC 1303 Elec. Control & Power Circuits***	MECT 2302 Industrial Electricity/ Electronics	AIRC 2402 Residential AC Design	**CHEM 1405 Introductory Chemistry	Operating a Business AND BUSI 2301
U. S. History	Science	Principles of Technology I or Chemistry	Principles of Technology II or Physics I	AIRC 1400 Basic Elec. & Electronics	AIRC 2403 Light Commercial Refrigeration	AIRC 2409 HVAC Advanced Controls	AIRC 2410 Chilled Water A/C Systems	Business Law I AND BUSI 2303 Business
Science	World History	World Geography	U.S. Government/ Economics	AIRC 1401 Service & Installation Tech.	**ENGL 1301 Composition & Rhetoric I	**Humanities/Fine Arts Elective	**CSCI 1401 Introduction to Computers***	Psychology AND BUSI 2305 Small Business Financial Management
Construction Graphics	Health/Elective	**Articulated Computer course***		MATH 1308 Technical Math	**Social/Behavorial Science Elective	**SPCH 1311 OR 1315 OR 1321		*Option 2: Transfer to Sam Houston State University for BAAS*
	Manufacturing Graphics or Communication Graphics	**Articulated HVAC course***	**Articulated HVAC course***		TOTAL POSSIBLE ARTICULATED CREDITS 10			
Total Credits 6	**Total Credits 6**	**Total Credits 6**	**Total Credits 6**		**First Year Credits 34**		**Second Year Credits 34**	**TOTAL COLLEGE CREDIT 83**

* **Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 10 credits).**

** **General Education block transferable toward a four-year degree at most universities.**

ISD Contact Name:_____ Telephone #: _____

NHMCCD Contact Name: Pat Rajski Lyon Telephone #: 281-591-9313

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BEST COPY AVAILABLE

ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

DRAFT

Draft Tech Prep: 6-Year Plan

Nursing–Tech Prep Associate of Applied Science Degree

with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**BIOL 2401 Anatomy & Physiology I	**BIOL 2402 Anatomy & Physiology II	**BIOL 2420 Microbiology & Pathology	NURS 2904 Nursing IV	Option 1: 9 hours toward BSN track
Algebra I	Geometry	Algebra II	Elective	**ENGL 1301 Composition & Rhetoric I	**PSYC 2314 Life-Span Growth & Development	**GOVT 2301 Am. Govt.: National, State & Local	PHED 1111-2184	Option 2: Home Health Care (to be written)
Physical Science	Biology I	Biology II	Elective (recommend Microcomputer Appls)	**PSYC 2301 General Psychology	NURS 1902 Nursing II	PHED 1111-2184	Elective Outside Area of Specialization	Option 3: Gerontology (to be written)
World Geography or World History	Elective	U.S. History	Government and Economics	NURS 1901 Nursing I	**ENGL 1302 Composition & Rhetoric II	NURS 2903 Nursing III	**SOCI 1301 Principles of Sociology	Option 4: Specialty electives (to be written)
Physical Education or Waiver	Physical Education or waiver and Health							Option 5: ACLS Accreditation EMMT 2402
								Option 6: 9 hours twoard BS at OLLU
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	ARTICULATED CR. HRS. ?	First Year Credits 29		Second Year Credits 32	TOTAL COLLEGE CREDIT 71

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of ? credits). If completed in high school and meet articulation conditions, do not repeat in college.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon
\tech\6yrplans\nrsp\draft.doc 11-4-96

Telephone #:
Telephone #: 519-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Draft Tech Prep: 6-Year Plan

Occupational Therapy Assistant--Tech Prep Associate of Applied Science Degree with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE					
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SUMMER	SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV*	**PSYC 2301 General Psychology	**PSYC 2314 Life Span & Development	OCTA 2406 Psychosocial OTA Theory	OCTA 2412 Pediatrics for OTA	OCTA 2828 Level II Fieldwork	
Algebra I	Geometry	Algebra II	Elective	**ENGL 1301 Comp. & Rhetoric I	**BIOL 2402 Anatomy & Physiology II	OCTA 2308 Documentation for OCTA	OCTA 2214 Modalities for OTA		
Physical Science	Biology I	Biology II*		**BIOL 2401 Anatomy & Physiology I	**Humanity/Fine Arts Elective	OCTA 2210 Activities & Analysis II	OCTA 2316 Organization & Administration		
World Geography or World History	Elective	U.S. History	Government* and Economics	OCTA 1301 Activities & Analysis I	OCTA 2401 Physical Disabilities		OCTA 2418 Geriatrics for OTA		
Physical Education or Waiver	Physical Education or waiver and Health			OCTA 1302 Dynamics of Human Motion	OCTA 2303 Pathophysiology for OCTA		OCTA 2220 Level I Fieldwork		
				OCTA 1200 Intro. to OCTA*			**SPCH 1318 Interpersonal Commo.		
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	ARTICULATED CR. HRS. 2		First Year Credits 44		Second Year Credits 26	TOTAL COLLEGE CREDIT 70

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 2 credits through articulation). If completed in high school and meet articulation conditions, do not repeat in college. Advanced placement credit may also be available through completion of dual credit courses or advanced placement testing.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Telephone #:
Telephone #: 281-591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep 6-Year Plan

Office Administration--Associate of Applied Science Degree with Enhanced Skills

Approved Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**OFAD 1304 Admin. Procedures & Technologies***	**OFAD 1323 Word Processing*** or OFAD 2323 Advanced Word Processing	OFAD 2301 Keyboarding Skillbuilding or OFAD 2303 Advanced Keyboarding & Transcription	**College-Level Math or Science	***Option 1, Desktop Publishing:*** DESP 1330, DESP 1433, DESP 2432, AND ONE FROM DESP 2440 OR 2441 OR 2442
Algebra I	Geometry	Algebra II or Computer Math	U.S. Government/ Economics	**OFAD 1302 Computer Keyboarding* or OFAD 1323 Word Processing***	OFAD 2306 Office Resource Management	** ENGL 1301 Composition & Rhetoric I	DESP 1432 Intro. to DTP or MMED 1301 Intro. to Multimedia Sys.	***Option 2, Legal Secretary :*** LEGA 1301, LEGA 1303, LEGA 1302, LEGA 1304
Physical Science	Biology			OFAD 1305 Business Writing	OFAD 2309 Business Communications Technologies	OFAD 2330 Coop Work Experience or OFAD 2329 Office Admin. Internship	**Humanities/ Fine Arts Elective	***Option 3, Medical Office Specialist:*** OFAD 1310, 1311, 2310 AND 2311
World Geography	World History	U. S. History	**Articulated Office Administration Course***	**OFAD 1309 Business Computations***	CSCI 1420 Bus. Applications Spreadsheets	OFAD 2323 Advanced Word Processing or Elective	**Social/ Behavorial Science Elective	
P.E. or Approved Substitute	P. E. or Approved Sub./ Health	Speech or Foreign Language	**Articulated Office Administration Course***	**CSCI 1401 Intro. to Computers***	**SPCH 1311 or 1318 or 1321	OFAD 1307 Office Accounting	CSCI 1421 Business Applications--Databases	***Option 4: Transfer to Sam Houston State University, BAAS Program***
Fine Arts	Fine Arts or For. Language	**Articulated Computer Course***	**Articulated Office Administration Course***	*Exit Point for Office Specialist Certificate*	*Exit Point for Office Technology Specialist Certificate*	OFAD 1303 Special Topics or Elective	**PHED Physical Activity Course	
						Exit Point for Administrative Assistant Certificate		
					POSSIBLE ARTICULATED CREDIT 16 hours			
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6		First Year Credits 32		Second Year Credits 36/37	TOTAL COLLEGE CREDIT 83/84

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 16 credits).

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name: Telephone:

NHMCCD Contact Name: Pat Rajski Lyon Telephone: 281-591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Draft Tech Prep: 6-Year Plan

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Paramedic Technology--Tech Prep Associate of Applied Science Degree

with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV*	EMMT 1400 Intro to Emergency Care*	EMMT 1401 Adv. Emergency Care	EMMT 2401 Emergency Cardiac Care	EMMT 2402 Paramedic Internship	
Algebra I	Geometry	Algebra II	Elective	**BIOL 2401 Anatomy & Physiology I	EMMT 1301 Clinical Practicum I*	EMMT 1302 Clinical Practicum II	EMMT Elective	
Physical Science	Biology I	Biology II*		**ENGL 1301 Composition & Rhetoric I	EMMT 2302 Traumatic/ Medical Emergencies	EMMT 2303 Mgmt. of Special Patients	**PSYC 2314 Life Span Growth & Development	
World Geography or World History	Elective	U.S. History	Government* and Economics	**PSYC 2301 General Psychology	**BIOL 2402 Anatomy & Physiology II	EMMT 1300 Legal/Ethical Issues in Prehospital Care	Humanities/ Fine Arts Elective	
Physical Education or Waiver	Physical Education or waiver and Health			**PHED 1111, Activity Course	**PHED 1111 Activity Course	EMMT Elective	**SPCH 1311 Intro to Speech Comms or SPCH 1315 Public Speaking	
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	ARTICULATED CR. HRS. 7	First Year Credits 39		Second Year Credits 31	TOTAL COLLEGE CREDIT 81

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 7 credits). If completed in high school and meet articulation conditions, do not repeat in college. Advanced placement credit may also be available through completion of dual credit and/or advanced placement testing.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Telephone #:
Telephone #: 281-591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

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Draft Tech Prep: 6-Year Plan

Physical Therapy Assistant–Tech Prep Associate of Applied Science Degree

with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE					
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SUMMER	SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV*	**BIOL 2401 Anatomy & Physiology I	**BIOL 2402 Anatomy & Physiology II	PHTA 1402 Physical Therapy II	PHTA 2301 Physical Therapy IV	PHTA 2302 Physical Therapy V	
Algebra I	Geometry	Algebra II	Elective	**ENGL 1301 Composition & Rhetoric I	PHTA 1301 Physical Therapy I	PHTA 1403 Physical Therapy III	PHTA 2401 Clinical Practicum I	PHTA 2402 Clinical Practicum II	
Physical Science	Biology I	Biology II*		**PSYC 2301 General Psychology	PHTA 1302 Pathophysio-logical Conditions	**PSYC 2314 Life-Span Growth & Development	PHTA Elective	PHTA Elective	
World Geography or World History	Elective	U.S. History	Government* and Economics	**MATH 1314 College Algebra or MATH 1336 Cont. Math II	**ENGL 1302 Composition & Rhetoric II		Elective Outside area of specialization (CSCI 1401)	**PHED	
Physical Education or Waiver	Physical Education or waiver and Health	Computer Course		PHTA 1101 Profession of Physical Therapy*	PHTA 1401 Functional & Surface A&P		**PHED		
				**SPCH 1318 Interpersonal Commo. or SPCH 1311 Intro to Speech Commo.					
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	ARTICULATED CR. HRS. 8		First Year Credits 47		Second Year Credits 27	TOTAL COLLEGE CREDIT 74

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 5 credits). If completed in high school and meet articulation conditions, do not repeat in college. Advanced Placement credit may also be available through completion of dual credit courses or advanced placement testing.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon

Telephone #:
Telephone #: 281-591-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Approved Tech Prep 6-Year Plan

Travel Management--Associate of Applied Science Degree with Enhanced Skills

Approved Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE					
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN			SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	General Educ Elective**	Tourism Agent Certificate or	or Meeting Planner Certificate	ACCT 2401 Prin of Acct I**	BUSI 2304 or OFAD 1301 Bus Comme or Bus Writing I	TRAV 1311 Hosp & Special Events Planning
Algebra I	Geometry	Algebra II	U.S. Government/ Economics	TRAV 1301 Intro to Trav & Tourism*	SPCH 1315 Public Speaking	SPCH 1315 Public Speaking	ENGL 1301 Comp and Rhetoric I**	ENGL 1302 Comp & Rhetoric II**	TRAV 2302 Intro to Mtg & Convention Planning
Physical Science	Biology	Chemistry	*Bus Comp Ap I (CSCI 1401 Intro to Comp)	TRAV 1302 Travel Dest I or 1303 Travel Dest II	TRAV 1302 or 1303 Travel Dest I or II	TRAV 2302 Intro to Mtg & Convention Planning	Math** (any college level)	PSYC 2301 Gen Psyc**	TRAV 2307 or BUSI 2301 Convention & Exposition Law/Ethics or Business Law I
World Geography	World History	U.S. History	Marketing Ed. Coop II or Hospitality Services II	TRAV 1304 Travel Industry Operations I	TRAV 2296* or 1305-09 Current Issues/Prob in Travel or Destination Specializations	TRAV 2308 Applied Conv/Mtgs Mgmt	PHED** (student's choice)	TRAV 2305 Travel Industry Mgmt.	TRAV 2308 Applied Convention/Meetings Management
Physical Education or waiver	Physical Education or Waiver/ Health	Marketing Ed. Coop I* or Hospitality Services I* (TRAV 1301 & TRAV 2296)	Approved Fine Arts	CSCI 1401 Intro to Computers*	TRAV 2303 Travel & Tourism Sales & Marketing	TRAV 2303 Travel & Tourism Sales/Mktg Techniques	Approved TRAV elective	TRAV 2300 Travel & Tourism Coop	
Keyboarding/ Word processing	Intro to Speech Comm/Retail Merchand. or Food Service				TRAV 2401 Travel Industry Operations II	MGMT 2300 or 2306 Intro to Mgmt or Org Theory and Human Behavior			
Foreign Language	Foreign Language				SPAN 1411 Beg. Span I	SPAN 1411 Beg. Span I			
			Total articulated credits 9	Exit point for Travel Assistant Certificate	Exit point for Tourism Agent Certificate	Exit point for Meeting Planner Certificate		Exit Point for Tech Prep Associate Degree in Travel Management	
Total Credits 7	Total Credits 7	Total Credits 7	Total Credits 7		First Year Credits 35/36			Second Year Credits 29	TOTAL COLLEGE CREDIT 76/77

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 9 credits). If taken in high school and meet articulation conditions, do not have to repeat in college.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Debbie Adams
Telephone #:
Telephone #: 713/ 358-1800

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Draft Tech Prep: 6-Year Plan

Veterinary Technology--Tech Prep Associate of Applied Science Degree

with Enhanced Skills

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	VETT 1200 Medical Terminology	VETT 1201 Canine & Feline Diseases	VETT 1302 Laboratory Animal Diseases	VETT 2200 Food Production Animal Diseases	*Option 1:*
Algebra I	Geometry	Algebra II	Elective	VETT 1400 Introduction to Vet. Tech.	VETT 1204 Nutrition & Feeding of Domestic Animals	VETT 2402 General Veterinary Parasitology	VETT 2430 Hospital Technology	
Physical Science	Biology I	Biology II		**BIOL 1408 Biology I	**CHEM 1405 Introductory Chemistry	VETT 1203 Equine Disseases	VETT 2401 Vet. Clinical Pathology II	
World Geography or World History	Elective	U.S. History	Government and Economics	**ENGL 1301 Composition & Rhetoric I	**PSYC 2301 General Psychology	VETT 2400 Veterinary Anatomy & Physiology	VETT 2302 Vet Office Mgt. & Computer Skills	*Option 2: Transfer to Sam Houston State*
Physical Education or Waiver	Physical Education or waiver and Health			**MATH 1308 Tech Math I	PHED 1111-2184	VETT 2301 Vet. Clinical Pathology I	VETT 2330 Vet. Technology Preceptorship	*University for BAAS*
					**ENGL 1302 Composition & Rhetoric II			
				Elective outside area of specialization	VETT 1100 Pharmacological Calculations	VETT 2300 Vet. Radiology		
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6	Dual credit hours ?	First Year Credits 32		Second Year Credits 36	TOTAL COLLEGE CREDIT 68

* Students may enter the program at an advanced level after completing dual credit courses as indicated in bold in high school.

** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rajski Lyon
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Telephone #:
Telephone #: 519-9313

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ISD/NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

Draft Tech Prep 6-Year Plan

Welding Technology--Associate of Applied Science Degree with Enhanced Skills

Draft Recommended Plan

HIGH SCHOOL				COMMUNITY COLLEGE				
FRESHMAN	SOPHOMORE	JUNIOR	SENIOR	FRESHMAN		SOPHOMORE		ENHANCED SKILLS
English I	English II	English III	English IV	**WELD 1410 Plate Welding I***	WELD 2410 Plate Welding II	WELD 1412 Pipe Welding I	WELD 2412 Pipe Welding II	*Option 1:*
Algebra I	Geometry	Algebra II or Computer Math	U.S. Government/ Economics	WELD 1411 Gas Shielded Arc Welding I	WELD 2411 Gas Shielded Arc Welding II	METL 1300 Metallurgy I	**Humanities / Fine Arts elective	
Physical Science	Biology I	World History or Geography		MATH 1308 Technical Math	INSP 1301 Welding Inspection	WELD 2413 Blueprint & Design	WELD approved elective	
Physical Education or Elective	Elective			**ENGL 1301 Composition & Rhetoric I	**CHEM 1405 Intro to Chem	**Social/ Behavorial Science elective	WELD approved elective	
U.S. History	Physical Education or Equivalent/ Health	**Articulated Computer course***	**Articulated Welding course***	**SPCH 1311 Introduction to Speech Communication	**CSCI 1401 Introduction to Computers***	WELD approved elective	WELD 2330 Welding Coop Work Experience	*Option 2: Transfer to Sam Houston State University for BAAS*
					TECH PREP ARTICULATED CR. HRS. 8			
Total Credits 6	Total Credits 6	Total Credits 6	Total Credits 6		First Year Credits 36		Second Year Credits 33	TOTAL COLLEGE CREDIT 69

* Courses articulated with North Harris Montgomery Community College District and give college credit (possible total of 8 credits).
** General Education block transferable toward a four-year degree at most universities.

ISD Contact Name:
NHMCCD Contact Name: Pat Rapid Lyon

Telephone:
Telephone: 281-591-9313

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APPENDIX H:

LIST OF SAMPLE DUAL CREDIT COURSES

LIST OF SAMPLE DUAL CREDIT COURSES

To be negotiated with each NHMCCD college individually.

ACCT 2401, Principles of Accounting I
ARTS 1316, Drawing I
BIOL 1406, Biology I; BIOL 1407, Biology II; BIOL 2401, Human Anatomy & Physiology I
CRIJ 1301, Introduction to Criminal Justice; CRIJ 1307, Crime in America
CSCI 1401, Introduction to Computers; CSCI 1430-34, Programming Languages; CSCI 1301, Programming Logic; CSCI 1420, Business Applications Spreadsheets; CSCI 1421, Business Applications Database
DRFT 1301, Introduction to CAD I; DRFT 1305, Introduction to CAD II
ECON 2301, Macroeconomics; ECON 2302, Microeconomics
ENGL 1301, Composition & Rhetoric I; ENGL 1302, Composition & Rhetoric II; ENGL 2322, Survey of English Literature I; ENGL 2323, Survey of English Literature II
FREN 1411, Beginning French I; FREN 1412, Beginning French II
GEOG 1303, World Geography
GERM 1411, Beginning German I; GERM 1412, Beginning German II
GOVT 2301, American Government I; GOVT 2302, American Government II
HIST 1301, United States History I; HIST 1302, United States History II
HUMA 1301, Introduction to Humanities
JAPN 1411, Beginning Japanese I; JAPN 1412, Beginning Japanese II
MATH 1314, College Algebra; MATH 1316, Trigonometry; MATH 1342, Statistics; Math 2412, Precalculus; MATH 2413, Calculus
OFAD 1300, Office Management I; OFAD 1301, Business Writing I; OFAD 1307, Office Accounting; OFAD 1309, Business Computations
PHED 1111, Fitness Activities; PHED 1112, Individual and Dual Sports; PHED 1113, Team Sports; PHED 1114, Dance Activities; PHED 1116, Aquatic Activities
PHYS 1401, General Physics I
PSYC 2301, General Psychology
RUSS 1411, Beginning Russian I; RUSS 1412, Beginning Russian II
SOCI 1301, Principles of Sociology
SPAN 1411, Beginning Spanish I; SPAN 1412, Beginning Spanish II

APPENDIX I:

INDEPENDENT SCHOOL DISTRICT

CONTACT LIST

ISD CONTACT LIST

Name	ISD	Position	Phone Number
Franklin Higgins	Aldine	Director of Technical & Occupational Education	713-985-6646
Paul Dobbins	Alief	Director of Career & Technology Education	713-498-8110
Allene Schmitt	Bellville	Tech Prep Coordinator	409-865-3681
Linda Dillard	Bryan	Director of Career & Technology Education	409-361-5214
Frank Elfink	Cleveland	Director of Occupational & Technical Education	713-592-8717
Joan Trojacek	Columbus	Counselor	409-732-5746
Jerome Hurt	Conroe	Coordinator of Technical & Occupational Education	409-539-0506
Bob Singletary	Cypress-Fairbanks	Director of Technical & Career Education	281-897-4036
Tim Gassiott	Dayton	Career & Technology Director	409-258-2510
Dotty Oeklers	Fort Bend	Director of Career & Technology Education	713-265-0250
Jody Wisrodt	Galveston	Director of Career & Technology Education	409-766-5157
Kenneth Emery	Goose Creek	Director of Career & Technology Education	713-420-4550
Ema Joy Dempsey	Houston	Tech Prep Coordinator	713-892-6778
Jo Priddy	Humble	Director of Career & Technical Education	713-540-5033
Carol Smith	Huntsville	Coordinator, Career & Technology Education	409-295-3421
Bonny Green	Katy	Director of Career & Technology Education	281-396-6300
Janelle Watson	Klein	Director of Career & Technology Education	713-376-4180
Denman Watson	Liberty	Director of Career & Technology Education	409-336-6483
Olivia Garcia	Magnolia	Secondary Curriculum Director	713-356-3572
Carolyn Edwards	Montgomery	Tech Prep Coordinator	409-597-6401
Don Ford	New Caney	Director of Career & Technology Education	713-354-1166
Patrick Jackson	North Forest	Director of Career & Technology Education	713-636-4364
Betty Reinbeck	Sealy	Career & Technology Education Coordinator	409-885-3515
Vicky Almstead	Splendora	Counselor	713-689-8008
Carolyn Ramsey	Spring	Director of Technical & Occupational Education	713-586-1112
Linda Russell	Spring Branch	Director of Career & Technology Education	713-365-4621
Kay McLin	Tarkington	Director, Curriculum, Instruction & Special Populations	713-592-8781
Linda Schuelke	Tomball	Dean of Instruction	281-357-3220
Bob Prisock	Waller	Director of Career & Technology Education	409-931-4018
Dianne Tidwell	Wallis-Orchard	OFAD Instructor	409-478-6832
Gary Yancey	Willis	Director of Career & Technology Education	409-856-1258
Bob Evans	Windham	Director, Continuing Education	409-291-5179

APPENDIX J:

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

TECH PREP CAMPUS CONTACTS

AND CURRICULUM TEAMS

(ARTICULATION REVIEWERS)

NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT

TECH PREP COLLEGE CONTACTS

District Office
Pat Rajski Lyon
District Director of Articulation Services
District Office, Room 338
281-591-9313

Kingwood College

Rose Austin
Dean of Educational Resources
ADM-110C
281-359-0448

Montgomery College

Rajiv Malkan
Associate Dean
Building B
409-273-2900

North Harris College

Georgia Carmichael
Assistant Dean
A-107-D
281-443-5404

Tomball College

Al Vickers
Dean of Educational Resources
S-153G
281-357-3744

List of 1996-1997 Membership of Curriculum Teams

Technical Membership

ACCOUNTING

Facilitator
Bill Simcik, TC
Faculty Representative
Lin Dawson, KC**
Richard Hunting, MC
Karen Russom, NHC
Brenda Hartman, TC

AUTOMOTIVE TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
Glynn Talbert, NHC

BIOTECHNOLOGY

Facilitator
John Chapin, MC
Faculty Representative
Brian Shmaefsky, KC**
William Geoghegan, MC
Jane Ouellette, NHC**
Cathy Stubblefield, TC**

CHILD CARE AND DEVELOPMENT

Facilitator
Susan Willis, NHC
Gary Clark, NHC
Faculty Representative
Sue Thornton, NHC

COMPUTER GRAPHIC ARTS TECHNOLOGY
DESKTOP PUBLISHING
MULTIMEDIA DEVELOPMENT

Facilitator
Jane Satero, KC
Faculty Representative
Elizabeth Chapman, KC
Deborah Harper, MC**
Kay Pallavicini, NHC
Theresa Capretta, TC

COSMETOLOGY

Facilitator
Thelma Bowie, KC
Faculty Representative
Bliss Mayberry, KC
Lana Smith, NHC

CRIMINAL JUSTICE

Facilitator
Warren Nichols, MC
Faculty Representative
KC**
Paul Novak, MC
Richard Becker, NHC
Ruth Telschow, TC**

COMPUTER INFORMATION SYSTEMS

Facilitator
Margaret Huron, NHC
Faculty Representative
Debbie Hughes, KC
Teresa Fernandez, MC
Ray Mollere, NHC
Kal Hamza. TC

** DENOTES THAT THE FACULTY MEMBER HAS EX-OFFICIO STATUS. THEY ARE A NON-VOTING MEMBER OF THE TEAM. THE COLLEGE HAS SOME COURSES IN A TECHNICAL PROGRAM BUT NOT ALL OF THE PROGRAM.

Technical Membership (continued)

DRAFTING TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
KC**
MC**
Joe Martin, NHC

ELECTRONICS TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
Arnie Andrasian, MC**
John Collins, NHC
TC**

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

Facilitator
Larry Brillhart, NHC
Faculty Representative
Harish Shah, NHC

HUMAN SERVICES

Facilitator
Mary Pat Trenkle, TC
Faculty Representative
Chrisanne Christensen, MC
Adrian Rapp, NHC**
Steve Haberman, TC

INTERIOR DESIGN TECHNOLOGY

Facilitator
Reba Kochersperger, KC
Faculty Representative
Nancy Lickson, KC

LEGAL ASSISTING

Facilitator
Margaret Huron, NHC
Faculty Representative
Sherry Young, KC**
MC**
Marcy Fawcett, NHC
Theresa Capretta, TC

MANAGEMENT/MARKETING

Facilitator
Rajiv Malkan, MC
Jim Simpson, TC
Faculty Representative
Lin Dawson, KC**
Marybeth Kardatzke, MC
Harris O'Brien, NHC
Bill Lawler, TC

NURSING

Facilitator
Pat Timpanaro, NHC
Faculty Representative
Thelma Bowie, KC
Linda Sue King, MC
Peggy Aalund, NHC
Kathy Emmite, TC

OFFICE ADMINISTRATION

Facilitator
Rajiv Malkan, MC
Faculty Representative
Sherry Young, KC
Debra Harper, MC
Nancy Hendersen, NHC
Theresa Capretta, TC

** DENOTES THAT THE FACULTY MEMBER HAS EX-OFFICIO STATUS. THEY ARE A NON-VOTING MEMBER OF THE TEAM. THE COLLEGE HAS SOME COURSES IN A TECHNICAL PROGRAM BUT NOT ALL OF THE PROGRAM.

Technical Membership (continued)

PARAMEDIC TECHNOLOGY

Facilitator
Warren Nichols, MC
Faculty Representative
KC**
Allen Johnson, MC
David Gaines, NHC
TC**

PHYSICAL THERAPIST ASSISTANT

Facilitator
John Chapin, MC
Faculty Representative
Charles Costello, MC

PRECISION MACHINING

Facilitator
NHC
Faculty Representative
NHC

RESPIRATORY CARE THERAPIST

Facilitator
Thelma Bowie, KC
Faculty Representative
Kenny McGowen, KC

TRAVEL MANAGEMENT

Facilitator
Jane Satero, KC
Faculty Representative
Debbie Adams, KC
MC**

VETERINARY TECHNOLOGY

Facilitator
Bill Simcik, TC
Faculty Representative
George Younger, TC

WELDING TECHNOLOGY

Facilitator
Larry Brillhart, NHC
Faculty Representative
Ron Theiss, NHC

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Academic Membership

AGRICULTURE

Facilitator
Bill Simcik, TC
Faculty Representative
KC
MC
NHC
TC

ANTHROPOLOGY/ SOCIOLOGY

Facilitator
Warren Nichols, MC
Faculty Representative
Tony Foster, KC
Karin Lyle, MC
Adrian Rapp, NHC
Ruth Telschow, TC

ART

Facilitator
Deborah Ellington, NHC
Faculty Representative
Rebecca Riley, KC
Carlos Landa, MC
Jim Robertson, NHC
Earl Staley, TC

BIOLOGY

Facilitator
Robert Jones, TC
Faculty Representative
Mike Clark, KC
Sunita Cooke, MC
Brenda Wellmeyer, NHC
Melanie Younger, TC

BUSINESS/ ECONOMICS

Facilitator
Jim Simpson, TC
Faculty Representative
Nora Diaz, KC
Michael Palanski, MC
Brenda Steuer, NHC
George Loughran, TC

CHEMISTRY

Facilitator
Robert Jones, TC
Faculty Representative
Bill Leach, KC
John Magner, MC
Chris Spindler, NHC
Jose Barreto, TC

DRAMA

Facilitator
Reba Kochersperger, KC
Faculty Representative
Ron Jones, KC
Glenna Maglio, MC
Joe Kaough, NHC
John Mayer, TC

ENGLISH/ DEVELOPMENTAL STUDIES

Facilitator
Jennie Harrison, NHC
Faculty Representative
Jim Skelton, KC
Martina Agbanyo, MC
Lisa Golding, NHC
Doug Boyd, TC

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Academic Membership (continued)

ENGINEERING

Facilitator
Judy Taylor, NHC
Faculty Representative
Marc Nekhom, KC
David Durdin, NHC
Mike Csiszarik, TC
Ararat, Andrasian, MC

FOREIGN LANGUAGES

Facilitator
Reba Kochersperger, KC
Faculty Representative
Ed Peniche, KC
Teresa Fernandez, MC
Christina Cordero, NHC
Robert Rodriguez, TC

GEOGRAPHY

Facilitator
Susan Willis, NHC
Gary Clark, NHC
Faculty Representative
Jean Whileyman, KC
Gary Brown, MC
Myles Mustoe, NHC

GEOLOGY

Facilitator
Gary Clark, NHC
Faculty Representative
Jean Whileyman, KC
Tom Hobbs, NHC
Hulon Madeley, TC

GOVERNMENT

Facilitator
Steve Davis, KC
Faculty Representative
Vida Davoudi, KC
David Kennedy, MC
Jim Puetz, NHC
Nancy Kral, TC

HISTORY

Facilitator
Steve Davis, KC
Faculty Representative
Dean Wolfe, KC
Craig Livingston, MC
Phil Crow, NHC
Monika Creden, TC

HUMANITIES

Facilitator
Mary Pat Trenkle, TC
Faculty Representative
Rebecca Riley, KC
Vivian Jones, MC
Teresa James, NHC
Rebecca Dowden, TC

HUMAN DEVELOPMENT

Facilitator
Elaine Ader, MC
Faculty Representative
Lee Ann Lloyd, KC
Russell Flinn, NHC
Ed Albracht, TC
Karen Murphy, MC

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Academic Membership (continued)

JOURNALISM

Facilitator
Jennie Harrison, NHC
Faculty Representative
Cynthia Calvert, KC
John Balione, NHC
Katherine Beasley, TC

MATHEMATICS

Facilitator
Pat Juelg, MC
Faculty Representative
John Burghduff, KC
Maureen Loiacano, MC/
Arnie Andrasian, MC
Dennis Weltman, NHC
Pat Stone, TC

MUSIC

Facilitator
Deborah Ellington, NHC
Faculty Representative
Todd Miller, KC
David Englert, MC
Gary Liebst, NHC
Mary Ella Phelps, TC

PHYSICAL EDUCATION

Facilitator
Pat Timpanaro, NHC
Faculty Representative
Kim Ackerman, KC
Ivy Martino, MC
Peggy Coster, NHC
Rick Grimes, TC

PHILOSOPHY/ RELIGION

Facilitator
Reba Kochersperger, KC
Faculty Representative
Daniel Coleman, KC
Karin Lyle, MC
Olin Joynton, NHC
Bill Norwood, TC

PHYSICS

Facilitator
John Chapin, MC
Faculty Representative
Bill Leach, KC
John Magner, MC
Mike Shelby, NHC
Mike Csiszarik, TC

PSYCHOLOGY

Facilitator
Susan Willis, NHC
Gary Clark, NHC
Faculty Representative
Raquel Henry, KC
George Yancy, MC
Glenda Smith, NHC
Anice Bullock, TC

SPEECH

Facilitator
Pat Juelg, MC
Faculty Representative
Domingo Bongiorni, KC
Glenna Maglio, MC
Jerry Williams, NHC
John Mayer, TC

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APPENDIX K:

SUMMARY OF PERSONNEL DUTIES

SUMMARY OF PERSONNEL DUTIES

Curriculum Services Office (Articulation/Tech Prep Specialist)

Accepts the responsibility for the articulation program and coordinates activities between NHMCCD and ISDs.

Requests annual priorities for articulation from Associate Deans and ISD representatives.

Reviews and validates incoming completed articulation agreements and tech prep educational plans.

Maintains the official articulation and tech prep files.

Updates articulation data base as needed.

Coordinates the distribution of articulation agreements, data bases, and promotional materials.

Initiates biennial evaluation of articulation activities.

Serves as a liaison and contact for ISDs with NHMCCD.

Curriculum Facilitator (Campus Associate Dean

Identifies annual program priorities for articulation in conjunction with Curriculum Services Office and ISD representatives.

Obtains the name and address of the public school contact from Curriculum Services Office.

Coordinates review/initiation of articulation with program curriculum team members.

Provides articulation recommendation to the Curriculum Services Office for preparation of articulation agreement.

Approves and signs the articulation agreement prepared by Curriculum Services Office.

Receives and routes fully signed articulation agreement and documentation with curriculum team members.

Share, review and approve tech prep educational plans with curriculum teams.

Review articulation/tech prep promotional materials and share with curriculum teams.

Assists with the smooth transition of articulation materials as needed.

Assists with the steering of the articulation agreement through the approval process.

Curriculum Teams

Attend articulation meetings.

Prepares instructional materials for articulation as needed with the assistance of the program personnel.

Meets with his/her public school counterpart to review the matching of competencies within courses proposed for articulation.

Obtains the approval of all program faculty for the articulation agreement.

NHMCCD Tech Prep Campus Contacts

Maintains contact with independent school districts in vacinity of campus.

Solicits ideas for articulation and forwards information to the Associate Dean.

Attends articulation and tech prep meetings as appropriate.

Disseminates information on articulation and tech prep to all campus personnel and ISDs in vacinity of campus.

Serves as a reviewer for articulation agreements and tech prep educational plans.

Serves as a resource to local business community and ISDs.

Arranges for high school students to visit campus.

Makes presentations to campus and regional high school students, parents, and personnel regarding articulation and tech prep.

Counselors

Becomes familiar with articulation process.

Obtains articulation promotional materials for use in counseling students.

Keeps open communications with his/her public school counterpart about articulation activities.

Advises students about articulation.

Assists with the processing of requests from students for articulated credit.

PUBLIC SCHOOL REPRESENTATIVE
(ADMINISTRATOR)

Works with the Curriculum Services Office and Articulation/Tech Prep Specialist to establish articulation priorities for the school year.

Works with the Curriculum Services Office and Articulation/Tech Prep Specialist to establish appropriate timelines for articulation for the school year.

Provides necessary information to the Curriculum Services Office regarding program articulation reviewers from the ISD.

Assists with obtaining the necessary signatures on the articulation agreement.

Assures that the signed agreement is returned to the NHMCCD Curriculum Services Office.

Accepts and distributes articulation data base and promotional materials to the high school counselors, articulation reviewers, program faculty, and other administrators as needed.

Instructors

Informs students of the opportunity to acquire credit through the various types of articulation.

Informs students of the requirements for eligibility for articulation.

Reviews and approves articulation agreements.
Distributes articulation promotional materials to students.

APPENDIX L:

ARTICULATION PROMOTIONAL MATERIALS

Flyers available from the

District Director of Articulation Services:

StartTrek

Your Passport to a Better Future (Tech Prep)

Tech Net, Education that Works (Tech Prep)

TechForce 2000

Articulation Certificate for Students

to be developed and distributed to

interested ISDs during April 1997.

ARTICULATION FLYER HANDOUT
(to be used with flyers listed on previous page)

What is articulation?
Articulation is a way for high school students to earn credit for introductory college courses while still in high school.

What are the benefits of articulation?
- You can earn up to 15 credit hours at a college while taking courses in high school.
- You will begin your NHMCCD degree or certificate plan at an advanced level.
- You will save money on tuition and books because you will not have to take up to 5 courses at NHMCCD.
- You can complete enhanced skills courses in several programs.

What types of courses qualify for articulated credit?
Most of the articulated courses are in the occupational technology areas. Examples are drafting, word processing, introduction to computers, office administration, criminal justice, child care, automotive technology, and welding. Check with your high school counselor or occupational technology instructor for specific articulated courses offered at your high school.

Can a student get articulated credit for academic courses?
You can receive advanced placement credit or complete an exam to receive credit for academic courses such as English, math, science, etc. Check with a NHMCCD counselor for more detailed information on apply for credit for academic courses.

Can a student take one course for articulated credit without taking the entire program at the high school?
Yes, students may completed one or more articulated courses in high school without taking an entire program. Many articulated courses are not included in Tech Prep programs.

Is there a list of all articulated courses?
A list of articulated courses is available at each high school through the counselors, at each NHMCCD college through the counselors and Associate Deans, and through the NHMCCD Office of Articulation Services.

How can a student get credit while still in high school?
Successfully master all the high school articulated course competencies with a grade of 85 (B) or above. Then talk to a counselor at any North Harris Montgomery Community College campus who will help you complete the college provisions for receiving credit at NHMCCD.
- Meet all the NHMCCD admissions and program entrance requirements.
- Enroll in a program at one of the colleges within one year after graduation from high school.
- Successfully complete six credit hours in the college program.
- Apply for the articulated credit within 28 months after graduation from high school.

What other ways can a student earn college credit prior to entering college?
Dual credit, distance learning, departmental challenge exams, CLEP/ACT, or experiential

learning can be used to earn college credit. Check with a NHMCCD counselor for more detailed information.

What is the procedure for getting the articulated credit once a student is enrolled at NHMCCD?

A student must complete six hours in a program at NHMCCD, take his/her high school transcript to a counselor or associate dean, fill out the necessary documents, and credit will be posted to his/her transcript.

What are Tech Prep programs?

Tech Prep programs are educational pathways which begin in high school and continue with postsecondary study at a community/junior college, a university or an apprenticeship program. Tech Prep programs better prepare students for high-demand job offering above-average salaries and job opportunities. Programs include integrated academic courses, occupational technology courses (many of which are articulated to postsecondary institutions), and comprehensive career guidance. Check with your career and technology counselor or teacher for additional information about Tech Prep programs in your high school.

What Tech Prep programs does NHMCCD offer?

Currently offered Tech Prep programs from North Harris Montgomery Community College District are Drafting; Criminal Justice; Office Administration with Enhanced Skills in Medical Office Specialist, Legal Secretary, and Desktop Publishing; and Travel Management. More Tech Prep programs will be offered in the near future.

Are Tech Prep programs different from articulated courses?

Yes. A Tech Prep program is a coherent sequence of courses beginning in the ninth grade extending through postsecondary study including articulated high school courses. See definitions of articulated credit and Tech Prep listed above.

For more information about articulation, contact the Office of Articulation Services at 591-9313 or the Tech Prep college contact at any NHMCCD college.

For more information on Tech Prep, contact Shannon McBride of the Gulf Coast Tech Prep Consortium at 591-3524.

For more information on dual credit, etc. contact the Vice President of Educational Programs and Resources at any NHMCCD college.

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